

# *State of Oklahoma*

## **EMERGENCY OPERATIONS PLAN (EOP)**



# State of Oklahoma Emergency Operations Plan (EOP)

ALBERT ASHWOOD  
State Director



BRAD HENRY  
Governor

## STATE OF OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT

December 1, 2009

In accordance with our requirement from the Governor and the Legislature to assign responsibilities for actions to be taken during times of disasters and emergencies (63 O.S. 2001, Section 683.2), I am pleased to provide you the updated *State of Oklahoma Emergency Operations Plan (EOP)*.

During Calendar Year 2008 and through December 1, 2009, we used this document in the response and recovery operations for eighteen (18) Presidentially declared disasters in the State of Oklahoma including a severe winter storm, wildfires and tornado/severe flooding events.

This plan continues to be a living document. It has received significant changes through the years, has been implemented in numerous disasters and emergency incidents, and we hope it clearly expresses the responsibilities of all agencies.

We rely on all agencies and organizations involved with emergency and disaster responses in the State to ensure that their portions of the plan are accurate. If changes are required, please notify this office and changes will be incorporated in the next annual revision. If necessary changes are critical, those changes will be incorporated into the plan and all agencies will be notified as soon as possible.

The EOP is also available on our web page at <http://www.oem.ok.gov>.

If you have any questions about the plan, please contact Bonnie McKelvey at this office, (405) 521-2481 or [bonnie.mckelvey@oem.ok.gov](mailto:bonnie.mckelvey@oem.ok.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Albert Ashwood".

ALBERT ASHWOOD  
Director

Enclosure



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# State of Oklahoma Emergency Operations Plan (EOP)



## STATE EMERGENCY OPERATIONS PLAN

### FOREWORD

The State Emergency Operations Plan (EOP) assigns responsibilities to designated State departments, agencies, commissions, boards and volunteer organizations in the event of a disaster.

The plan directs State departments and agencies to provide guidance, relief and assistance to local communities and people in Oklahoma to mitigate, prepare for, respond to, and recover from the effects of a disaster. The plan is written expressly for the welfare and safety of the people of Oklahoma. It will provide them with the opportunity to be better prepared for and to quickly recover from disaster.

Pursuant to the authority contained in the Oklahoma Emergency Management Act of 2003, O.S. 63, Section 683 through 683.24, the head of each designated department and agency shall take the necessary actions to implement the EOP by developing written internal procedures that detail support required by the plan and shall be prepared to put the plan into action.

The Director of the Department of Emergency Management is responsible for assisting the Governor in coordinating State emergency operations in the event of disasters that require implementation of this plan.

When a disaster threatens or occurs, it is the responsibility of local government authorities to respond to the scene to minimize suffering and protect life and property.

When additional assistance is required and requested by local government authorities, the Governor will execute the State of Oklahoma Emergency Operations Plan that directs designated state agencies and volunteer service organizations to provide resources and services needed to minimize the effects of disaster.

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When the situation is beyond the state's capability, the Governor may request assistance from the federal government to supplement state and local relief efforts by requesting that the President of the United States declare a "Major" Disaster or an "Emergency" in accordance with Public Law 93-288.

This plan, when properly implemented, will bring to bear the full resources of the State of Oklahoma as required to meet the needs of local and state disaster operations.

In keeping with current doctrine, integrated emergency management's all-hazard strategy is concerned with all types of emergency situations that may develop. It also provides for the seamless application of emergency activities before, during and after emergency incidents.

The cooperation of each agency involved with preparation, coordination and implementation of this plan is gratefully acknowledged.

Questions or recommended changes to this plan should be directed to the Director, Department of Emergency Management, P.O. Box 53365, Oklahoma City, Oklahoma 73152, or phone (405) 521-2481.

# State of Oklahoma Emergency Operations Plan (EOP)

## DISTRIBUTION

Copies of this official State Emergency Operations Plan will be distributed as follows:

<u>TO:</u>	<u>NUMBER OF COPIES</u>
Governor	1
Lieutenant Governor	1
President Pro-Tempore, Senate	1
Speaker, House of Representatives	1
Secretary of State	1
State Auditor and Inspector	1
State Treasurer	1
State Transportation Commission Chairman	1
Attorney General	1
Director, Department of Emergency Management	1
State Librarian	3
Alcoholic Beverage Laws Enforcement Commission	1
American Red Cross (OKC, Tulsa)	2
Civil Air Patrol	1
Corporation Commission	1
Department of Agriculture, Food and Forestry	3
Department of Central Services	1
Department of Emergency Management (EOC)	40
Alternate State Emergency Operations Centers	6
Department of Commerce	1
Department of Corrections	1
Department of Education	1
Department of Environmental Quality	1
Department of Health	2
Department of Human Services	1
Department of Mental Health and Substance Abuse Services	1
Department of Labor	1
Department of Public Safety and Highway Patrol	2
Department of Transportation	3
Department of Tourism and Recreation	1
Employment Security Commission	1
Fire Marshal	1
Insurance Commission	1

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### DISTRIBUTION (cont)

<u>TO:</u>	<u>NUMBER OF COPIES</u>
LP Gas Administration	1
Medical Examiner	1
Oklahoma Bureau of Narcotics	1
Oklahoma Military Department	1
Oklahoma Office of Homeland Security	2
Oklahoma State Bureau of Investigation	2
Oklahoma Turnpike Authority	1
The Salvation Army	3
U.S. Army Corps of Engineers, Tulsa District	1
Water Resources Board	1
Wildlife Conservation Commission	1
Small Business Administration	1
U.S. Coast Guard	1
National Guard Bureau	1
Federal Highway Administration	1
Federal Bureau of Investigation	1
Federal Emergency Management Agency, Region VI	3
Federal Emergency Management Agency, NETC Library	<u>2</u>
TOTAL	111



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**CHANGE SUBMISSION FORM**

TO: Oklahoma Department of Emergency Management  
Attention: Preparedness Division  
P.O. Box 53365  
Oklahoma City, OK 73152

Recommended Changes, Corrections, Additions, and Deletions to the State Emergency Operations Plan

Any user of this plan is encouraged to recommend changes to this plan. Suggested changes should be submitted to the Preparedness Division, Oklahoma Department of Emergency Management, at the above address, for coordination, comment, concurrence, and approval. The format of suggested changes should be by Basic Plan or Annex, Section, Paragraph/Subparagraph and page number.

CHANGE:

SHOULD READ:

Submitted by: (Name)

(Organization)

(Date)

(Phone Number)

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(E-Mail)

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# State of Oklahoma Emergency Operations Plan (EOP)

## BASIC PLAN

### I. PURPOSE.

The purpose of the Emergency Operations Plan for the State of Oklahoma is to provide, in cooperation with local and federal government and volunteer service organizations, a system to mitigate against, prepare for, respond to, and recover from the effects of national security incidents and, natural and technological hazards affecting the State (See Appendix 1, Hazard Analysis). Additional objectives include:

- A. Assign responsibility to identified state agencies/departments and volunteer service organizations.
- B. Define the roles of local, state and federal government entities in providing disaster relief and assistance.
- C. Accept guidance from the Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA), Region VI, Denton, Texas.

As a result of the September 11, 2001 terrorist attacks, the United States of American has taken significant steps to better prepare for future acts of terrorism. These steps include the establishment of the Department of Homeland Security and the Oklahoma Office of Homeland Security to better coordinate all efforts to prevent, respond to and recovery from acts of terrorism.

Homeland Security Presidential Directive (HSPD) - 5 established the National Incident Management System (NIMS) which provides a consistent doctrinal framework for incident management at all jurisdictional levels. HSPD – 5 also directed the development of the National Response Framework (NRF) to align Federal coordination structures, capabilities, and resources into a unified, all-discipline, and all-hazards approach to domestic incident management. The NRF supersedes the Federal Response Plan that was developed by the Federal Emergency Management Agency.

The NRF directs that State, Local and Tribal Governments and Nongovernmental Organizations utilize NRF established incident reporting protocols, modify existing plans to ensure alignment with the NRF, and notify the Secretary of Homeland Security of any substantial conflicts between the NRF and State or tribal government laws or regulation. The State government coordinates with the Homeland Security Operations Center regarding procedures for establishing connectivity for domestic incident management purposes.

The State of Oklahoma must continue to be prepared for any and all hazards that may affect the State. This plan attempts to do just that.

### II. SITUATION AND ASSUMPTIONS.

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### A. Situation.

1. All levels of government have the responsibility to provide for the health, welfare and safety of the citizens of Oklahoma and their property.
2. Upon the occurrence of a disaster, each level of government must commit all available resources, including resources belonging to mutual aid partners, prior to requesting additional assistance from the next higher level of government.
3. Some disasters provide ample time for reaction and response while others occur suddenly with little time for warning or preparation. This plan attempts to establish procedures by which communities can be given better warning so they may be better prepared to face a possible disaster situation and react to provide needed assistance within a minimum amount of time.
4. There are many federal departments, state agencies and volunteer service organizations in this state that have emergency management responsibilities.

### B. Assumptions.

1. Personnel to staff the State Emergency Operations Center will be available as required by this plan.
2. Local, state and federal government agencies and volunteer service organizations will utilize resources and commit assets as required by this plan.
3. Direction, control and coordination will be exercised by appropriate authorities at each level of government, as the type of emergency requires.
4. Resources normally available for day-to-day use will be immediately available for support of any emergency disaster situation.

## III. CONCEPT OF OPERATIONS.

### A. General.

The Director, Department of Emergency Management, acting on behalf of the Governor of Oklahoma, will be the principal coordinator for all interagency and volunteer service organizations operations during disaster mitigation, preparedness, and response and recovery operations. The Director, as the Governor's Authorized Representative, will coordinate as necessary with the Department of Homeland Security and FEMA for all federal assistance requirements.

It is desirable (and will always be attempted) to maintain organizational continuity and to assign familiar tasks to personnel. In large-scale disasters, however, it may be

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necessary to draw on peoples' basic capabilities and expertise and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended allowing manpower and resources to be redirected to accomplish emergency tasks by the agency concerned.

### B. Phases of Management.

#### 1. Mitigation.

Mitigation activities are those designed to either prevent the occurrence of an emergency or long-term activities directed toward minimizing the potentially adverse affects of an emergency or disaster.

#### 2. Preparedness.

Preparedness activities are those programs and systems that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training and exercising are among the activities conducted under this phase.

#### 3. Response.

Response activities and programs are designed to address the immediate and short-term effects of an emergency or disaster. They help to reduce casualties and damage as well as speed recovery. Response activities include direction and control, warning, evacuation and other similar operations.

#### 4. Recovery.

Recovery is the phase that involves restoring systems to normal. Short-term recovery operations/actions are taken to assess damage and return vital life-support systems to minimum operating standards. Long-term recovery actions may take many years based on the type of disaster.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

### A. General.

For emergency management planning purposes, this plan addresses the use and management of resources of local, State, federal government and volunteer service organizations. Specific responsibilities and task assignments are defined in separate tabs and annexes. Each tab and annex addresses specific emergency support functions related to disaster planning, training and support activities.

In accordance with the HSPD - 5, all agencies, departments and organizations having responsibilities delineated in this EOP will use the National Incident Management System

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(NIMS). This system will allow proper coordination between state, local and federal organizations.

The Incident Command System (ICS), as a part of NIMS, is a standard, on-scene, all-hazard incident management concept and shall be used during all incidents in the State of Oklahoma.

### B. Organization.

The organization for emergency management and operations in Oklahoma is directed by the Governor. The Governor appoints, or the people elect, key officials to carry out emergency management and operations functions.

Key elected or appointed officials at each level of government and heads of volunteer service organizations coordinate the use of resources to insure that immediate short-term and long-term assistance is available during disaster operations. The organizations active in emergencies are shown in Appendix 2 to the Basic Plan, State Emergency Support Function Assignment Matrix.

### C. Assignment of Responsibilities.

Tasks for each state agency, department or volunteer service organization, which support the emergency management program of the State of Oklahoma, are identified in separate annexes of this plan.

To facilitate and coordinate these emergency tasks at the State level, each identified agency or organization shall provide a minimum of three (3) liaison officers to the State Emergency Operations Center (EOC) as required by the Director of the Department of Emergency Management (OEM) acting on behalf of the Governor of Oklahoma. Each agency or organization will ensure that it has sufficient trained liaison personnel, with routine decision making authority, to provide a 24-hour capability for extended periods.

All liaison personnel are required to display a photo identification card provided by their agency or organization before they are allowed to enter the EOC. Personnel without agency or organization identification cards must make prior arrangements with OEM for admission to the EOC.

Semi-annually all agencies and organizations are required to provide the OEM Emergency Operations Center Manager a validated list showing names, phone numbers (office and home), cell phone numbers, e-mail addresses and pager numbers for its Director, Deputy Director and three liaison officers. Lists shall be submitted no later than January 1<sup>st</sup> and July 1<sup>st</sup> of each year.

Per State Statute (63 O.S. 2001, Section 683.2 D), each state agency, board, commission, department or other state entity shall have written plans and procedures in place to support their responsibilities in the State Emergency Operations Plan.

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### V. CONTINUITY OF GOVERNMENT.

#### A. Succession of Leadership.

1. The following line of succession is hereby established for the State of Oklahoma.
  - a. Governor.
  - b. Lieutenant Governor.
  - c. President Pro-Tempore, State Senate.
  - d. Speaker, House of Representatives.
  - e. State Auditor and Inspector.
  - f. Attorney General.
  - g. State Treasurer.
  - h. Superintendent of Public Instruction.
  - i. Commissioner of Labor.
  - j. Corporation Commission Chairperson.
  - k. Corporation Commission Vice Chairperson.
  - l. Corporation Commission Commissioner.

2. All state departments, agencies, commissions, boards and volunteer organizations shall establish internal rules of succession to insure continuity of government (COG) and continuity of operations (COOP) during times of disaster.

3. All state departments, agencies, commissions, boards and volunteer organizations shall identify necessary resources and alternate locations to continue emergency operations should their primary facilities become untenable due to the effects of a disaster.

4. Governor Brad Henry issued Executive Order 2009-11 establishing the Governor's Continuity Policy Coordination Committee. The purpose of this committee is the development of a State Continuity Implementation Plan to be submitted to the Governor, President Pro Tempore and Speaker of the House by December 1, 2009.

#### B. Preservation of Records.

1. State or local records in the following categories are essential records that shall be preserved pursuant to Title 67, Oklahoma Statutes:

CATEGORY A: Records containing information necessary to government operations in an emergency created by any disaster.

CATEGORY B: Records not in Category A but containing information necessary to protect the rights and interests of persons or to establish and affirm the powers and duties of governments in the resumption of operations after a

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disaster.

2. It is the responsibility of each agency to insure recognition and preservation of essential records as defined under Category A and B. For advice and assistance, the State Librarian may assist in establishment of records preservation programs.

### VI. ADMINISTRATION AND LOGISTICS.

#### A. Agreements and Understandings.

Letters of agreement or understanding between the Department of Emergency Management and local support groups will be prepared as required and will cite as their authority the State of Oklahoma Management Act of 2003.

#### B. Records and Reports.

1. The Records Management Act stated in Title 67, Oklahoma Statutes shall apply.

2. It will be the responsibility of the Director, Department of Emergency Management to request records and reports from support agencies, as required, to provide for continuity of operations as well as for the administration of this plan.

3. During emergency operations, each agency/department will maintain a log or record identifying the personnel, the hours worked (including overtime), equipment use and all other costs and expenses (including direct costs) in the administration of disaster related responsibilities. This information may be used to determine total state costs for possible use by the Governor to request a State or Federal disaster declaration.

Note: Nothing in the process of coordination and support should be interpreted as relieving agency heads of their responsibility for emergency planning and response for their agency under state law.

### VII. PLAN DEVELOPMENT AND MAINTENANCE.

The Director, Department of Emergency Management is responsible for updating and maintaining this plan and annexes.

## APPENDICES

APPENDIX 1 - HAZARD ANALYSIS

APPENDIX 2 - STATE EMERGENCY SUPPORT FUNCTION (ESF) ASSIGNMENT

# **State of Oklahoma Emergency Operations Plan (EOP)**

## **MATRIX**

**APPENDIX 3 - DEFINITIONS**

**APPENDIX 4 - LIST OF ACRONYMS**

**APPENDIX 5 - AUTHORITIES AND REFERENCES**

## State of Oklahoma Emergency Operations Plan (EOP)

### APPENDIX 1 TO BASIC PLAN HAZARD ANALYSIS

The Department of Emergency Management and the State of Oklahoma, through numerous declared disasters, have responded to and recovered from almost every potential disaster listed below. As these disasters occur, each community becomes better prepared for the next incident. Emergency Managers throughout the state continually assess their communities for new hazards.

Experience has shown that natural disasters associated with severe thunderstorms (Tornadoes, Floods, Hail, Strong Winds) have the greatest damage potential with the highest probability of occurrence. Other identified hazards but not limited to the following are:

- Highway hazardous materials incidents
- Rail hazardous materials incidents
- Severe winter storms
- Urban fires
- Stationary hazardous materials incidents
- Power failures
- Pipeline hazardous materials incidents
- Dam failures
- Wildfires
- Urban droughts
- Air transportation incidents
- Droughts
- Civil disorders
- River hazardous materials incidents
- Subsidences/Sink holes
- Gas well blowouts
- Foreign Animal Diseases
- Medical emergency/epidemics
- Acts of terrorism
- Earthquakes
- Radioactive fallout

Oklahoma continues to experience disasters in the form of tornadoes, ice storms, floods and wildfires. Man-made incidents such as hazardous material spills and chemical releases occur frequently but with less impact on the communities in Oklahoma.

The risk of a terrorist incident in Oklahoma is assumed to be low but the effects would be high and of national significance. The proven ability of the state to respond to natural disasters will significantly strengthen the response and recovery from potential acts of terrorism.

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## APPENDIX 2 TO BASIC PLAN STATE EMERGENCY SUPPORT FUNCTION (ESF) ASSIGNMENT MATRIX P - PRIMARY STATE COORDINATING AGENCY    S - SUPPORT AGENCY

<b>ESF #</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>V</b>	<b>T</b>
ABLE COMM					S		S		S				S		S		S
AGRICULTURE	S	S	S	P	S			S	S	S	P		S	S	S	S	S
ARC					S	S		S			S	S		S	S	S	S
CAP	S	S	S	S	S		S		S	S					S	S	S
COMMERCE					S		S							S	S		S
CORP COMM				S	S		S			S		P	S		S		S
CENTRAL SERVICE					S		S							S	S		S
OEM	S	P	S	S	P	P	P	S	S	S	S	S	S	P	P	P	P
COE		S	S		S		S								S		S
DEQ	S	S	S		S		S	S		P	S	S		S	S		S
DHS					S			S				S	S	S	S	S	S
DOC			S	S	S		S						S		S	S	S
DOEd	S				S	S	S							S	S		S
DOL					S		S			S					S		S
ODOT	P	S	P	S	S		S			S	S	S		S	S	S	S
OKOHS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
DPS/HWP	S	S	S	S	S		S	S	P	S	S	S	P		S	S	S
FIRE MARSHAL			S	S	S				S	S			S	S	S		S
HEALTH	S	S	S		S	S	S	P			S	S		S	S	S	S
INSURANCE					S									S	S		S
LP GAS					S					S		S			S		S
MED EXAMINER	S	S		S	S			S	S	S			S		S		S
MIL DEPT	S	S	S	S	S	S	S	S	S	S	S	S	S		S	S	S
MENTAL HEALTH					S	S		S						S	S		S
OBN					S								S		S		S
OSBI	S	S		S	S	S	S		S	S		S	S		S		S
SALVATION ARMY		S			S	S								S	S	S	S
TOURISM				S	S		S						S	S	S		S
TURNPIKE AUTH	S	S	S	S	S		S								S		S
WATER BOARD	S		S		S		S					S		S	S		S
WILDLIFE	S	S		S	S		S		S	S	S		S		S		S

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## APPENDIX 3 TO BASIC PLAN DEFINITIONS

AGENCY LIAISON OFFICER (ALO): Persons appointed by Director of designated state agencies who, during emergency periods, coordinate an agency's actions for providing effective relief and assistance in accordance with this plan and Public Law 93-288.

COMMUNITY EMERGENCY RESPONSE TEAM (CERT): A program that helps train people to be better prepared to respond to emergency situations in their communities. CERT members give critical support to first responders in emergencies, provide immediate assistance to victims, organize spontaneous volunteers at a disaster site, and collect disaster intelligence to support first responder efforts.

CONTINUITY OF GOVERNMENT: Ensuring the continued functioning of our state government under the Oklahoma Constitution, including the functioning of the three separate branches of government: Executive, Legislative and Judicial. It also provides for critical state government services that address the health, safety and welfare needs of the entire State.

CONTINUITY OF OPERATIONS: Continuity of Operations Plan (COOP) is planning to ensure that minimum essential government functions are performed during any situation. It is a contingency plan to be activated when any event disrupts an agency's day to day operations to include something as simple as a power outage or as serious as a cataclysmic destruction of an agency's current facilities.

DISASTER: A dangerous event that causes significant human and economic loss and demands a crisis response beyond the scope of any single agency or service, such as the fire or police department. Disasters are distinguished from emergencies by the greater level of response required. Disaster requires resources beyond those available locally.

DISASTER - MAN-MADE: A disaster caused by acts of man including, but not limited to, an act of war, terrorism, chemical spill or release, or power shortages that require assistance from outside the local political subdivision.

DISASTER – NATURAL: Any natural catastrophe, including, but not limited to, a tornado, severe storm, high water, flood waters, wind-driven water, earthquake, landslide, mudslide, snowstorm, or drought which causes damage of sufficient severity and magnitude to warrant hazard mitigation or the use of resources of the federal government, or the state and political subdivisions thereof to alleviate the damage, loss, hardship or suffering caused thereby.

DEFENSE COORDINATING OFFICER (DCO): Supported and provided by the Department of Defense to serve in the field as the point of contact to the Federal Coordinating Officer and the Emergency Support Functions regarding requests for military assistance.

EMERGENCY: While an emergency may have been devastating, it is a dangerous event that may not result in a request for State or Federal assistance.

APPENDIX 3 TO BASIC PLAN (CONT)

# State of Oklahoma Emergency Operations Plan (EOP)

## DEFINITIONS

"EMERGENCY" AS PROCLAIMED BY THE GOVERNOR: Whenever, in the opinion of the Governor, the safety of Oklahoma and its citizens requires the exercise of extreme measures due to an impending or actual disaster, he may declare an emergency to exist in the state, or any part of the state, in order to aid individuals and local government.

ELECTROMAGNETIC PULSE (EMP): A phenomenon of a nuclear detonation that disrupts electrical transmission and radio sets in a similar manner to a direct hit by lightning.

EMERGENCY OPERATIONS CENTER (EOC): A centralized facility to be utilized by the governments for direction, control and coordination in an emergency or disaster.

EMERGENCY PERIOD: The period of time immediately before, and/or immediately after the impact of a catastrophe when severe threats exist to human life, animals, other private and public property and/or the environment.

EMERGENCY SUPPORT FUNCTION (ESF): A functional area of response activity established to facilitate the delivery of Federal and State assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety.

EMERGENCY RESPONSE TEAM (ERT): Teams of federal personnel formed by the Director, Federal Emergency Management Agency (FEMA), Region VI and deployed in a declared major disaster area to assist the federal coordinating officer in carrying out their responsibilities.

FEDERAL COORDINATING OFFICER (FCO): The person appointed by the President of the United States to operate under the Director, Region VI Federal Emergency Management Agency to coordinate federal assistance in a declared major disaster area under the provisions of Public Law 93-288.

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR): The person appointed by the Governor of Oklahoma in the Federal/State Disaster Assistance Agreement as his authorized representative to act in cooperation with the Federal Coordinating Officer.

JOINT FIELD OFFICE (JFO): The office established in or near the designated area to support Federal and State response and recovery operations. The JFO houses the FCO and the Emergency Response Team (ERT), and where possible, the State Coordinating Officer (SCO) and support staff.

JOINT INFORMATION CENTER (JIC): The primary field location for the coordination of Federal, State and local media relations, located in or near the JFO.

LOCAL GOVERNMENT: Any county, city or incorporated town in the State of Oklahoma.

LOCAL MASS CARE CENTER: A place selected locally by the private volunteer groups to provide

APPENDIX 3 TO BASIC PLAN (CONT)

DEFINITIONS

## State of Oklahoma Emergency Operations Plan (EOP)

care for individuals dislocated during the emergency period. Services provided are lodging, feeding, registration, first aid and other social services.

MAJOR DISASTER: Any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, volcanic eruption, landslide, snow storm, explosion, or other catastrophe in any part of the United States that, in the determination of the United States, causes damage of sufficient severity and magnitude as to warrant major disaster assistance under Public Law 93-288 above and beyond emergency services by the federal government, to supplement the efforts and available resources of the state, local governments and disaster relief organizations in alleviation of the damage, loss, hardship, or suffering caused thereby.

NATIONAL WARNING SYSTEM (NAWAS): A protected full-time voice communications system that provides warning information throughout the nation.

OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT (OEM): The agency responsible for preparation and execution of emergency functions to prevent, minimize and repair injury and damage resulting from hostile actions or natural disasters as stated in the Oklahoma Emergency Management Act of 2003.

OKLAHOMA OFFICE OF HOMELAND SECURITY (OKOHS): The office responsible for the homeland security effort for the State of Oklahoma to prepare for, to prevent, to reduce the State's vulnerability to, to minimize the damage from, and to respond to a terrorist attack should one occur.

PUBLIC FACILITY: Any flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility, any non-federal aid street, road or highway and any other public building, structure or system.

RECOVERY PERIOD: That period of time subsequent to an emergency when economic recovery from disaster damage takes place, including the use of any available local, state, federal government and private resources.

RESPONSE: Activities to address the immediate and short-term effects of an emergency or disaster.

SIGNIFICANT EVENTS: All hazardous material releases of any size and type, earthquakes, fires involving large buildings or facilities and large grass or wild fires, explosions, bomb threats, terrorist/civil disturbance, aircraft crash, natural disaster, utility disruption, dam breach, technological/man-made incident, search and rescue, structural collapse, and any other incident that poses significant consequences to the jurisdiction.

STATE COORDINATING AGENCY: The State department or agency assigned primary responsibility to facilitate and coordinate a specific ESF.

### APPENDIX 3 TO BASIC PLAN (CONT) DEFINITIONS

## **State of Oklahoma Emergency Operations Plan (EOP)**

**STATE COORDINATING OFFICER:** The representative of the Governor who coordinates State response and recovery activities with those of the Federal Government.

**SUPPORT AGENCY:** A state or volunteer agency designated to assist a specific state coordinating agency with available resources, capabilities, or expertise in support of ESF response operations.

**STATE AND REGIONAL DISASTER AIRLIFT (SARDA) PLAN:** Plan to provide the Governor and the Oklahoma Department of Emergency Management Agency with a means to access and utilize general aviation resources within the State, when needed to support emergency operations.

**TERRORISM:** Defined by the Federal Bureau of Investigation (FBI) as the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

**TERRORISM INCIDENT:** Defined as the act associated with Terrorism. Categories include Chemical (including explosive devices), Biological (including infectious and noninfectious organisms), Nuclear (including contamination and weapons) and Electronic (including interference with telephone systems, computers, etc.).

**VOLUNTEER SERVICE ORGANIZATION:** Any organization which is non-government, nonprofit whose primary mission is to provide humanitarian support in times of need using public donated funds and volunteer personnel resources with or without a formal declaration of an emergency, i.e., American Red Cross, the Salvation Army, etc.

## State of Oklahoma Emergency Operations Plan (EOP)

### APPENDIX 4 TO BASIC PLAN LIST OF ACRONYMS

ABLE	ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION
AFRCC	AIR FORCE RESCUE COORDINATION CENTER
APHIS	ANIMAL PLANT HEALTH INSPECTION SERVICES
ARC	AMERICAN RED CROSS
ARES	AMATEUR RADIO EMERGENCY SERVICES
ARM	AERIAL RADIOLOGICAL MONITOR
ARRL	AMERICAN RADIO RELAY LEAGUE
AZA	AMERICAN ZOO AND AQUARIUM ASSOCIATION
CAP	CIVIL AIR PATROL
CAR	CAPABILITY ASSESSMENT FOR READINESS
CAT	CRISIS ACTION TEAM
CERT	COMMUNITY EMERGENCY RESPONSE TEAM
CFR	CODE OF FEDERAL REGULATIONS
CFSA	CONSOLIDATED FARM SERVICE AGENCY
CMT	CRISIS MANAGEMENT TEAM
COE	CORPS OF ENGINEERS
COOP	CONTINUITY OF OPERATIONS PLAN
CPG	CIVIL PREPAREDNESS GUIDE
CST	CIVIL SUPPORT TEAM
DCO	DEFENSE COORDINATING OFFICER
DCT	DISASTER COORDINATION TEAM
DEQ	DEPARTMENT OF ENVIRONMENTAL QUALITY
DHS	DEPARTMENT OF HUMAN SERVICES
DMAT	DISASTER MEDICAL ASSISTANCE TEAM
DMORT	DISASTER MORTUARY TEAM
DOA	DEPARTMENT OF AGRICULTURE
DOC	DEPARTMENT OF CORRECTIONS
DOEd	DEPARTMENT OF EDUCATION
DOH	DEPARTMENT OF HEALTH
DOL	DEPARTMENT OF LABOR
DPS	DEPARTMENT OF PUBLIC SAFETY
DRC	DISASTER RECOVERY CENTER
DR&R	DISASTER RESPONSE AND RECOVERY
DSR	DAMAGE SURVEY REPORT
DWI	DISASTER WELFARE INQUIRY
EAS	EMERGENCY ALERT SYSTEM
ELT	EMERGENCY LOCATOR TRANSMITTER
EMI	EMERGENCY MANAGEMENT INSTITUTE
EMP	ELECTROMAGNETIC PULSE
EMS	EMERGENCY MEDICAL SERVICE
EOC	EMERGENCY OPERATIONS CENTER
EPA	ENVIRONMENTAL PROTECTION AGENCY

## State of Oklahoma Emergency Operations Plan (EOP)

### LIST OF ACRONYMS APPENDIX 4 TO BASIC PLAN (CONT)

EPCRA	EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW ACT
EPI	EMERGENCY PUBLIC INFORMATION
EPR	EMERGENCY PREPAREDNESS & RESPONSE
ERT	EMERGENCY RESPONSE TEAM
ESF	EMERGENCY SUPPORT FUNCTION
FAA	FEDERAL AVIATION ADMINISTRATION
FAD	FOREIGN ANIMAL DISEASE
FAX	FACIMILE
FBI	FEDERAL BUREAU OF INVESTIGATION
FCO	FEDERAL COORDINATING OFFICER
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
GAR	GOVERNOR'S AUTHORIZED REPRESENTATIVE
IAO	INDIVIDUAL ASSISTANCE OFFICER
IC	INCIDENT COMMANDER
ICS	INCIDENT COMMAND SYSTEM
IS	INDEPENDENT STUDY
JFO	JOINT FIELD OFFICE
JIC	JOINT INFORMATION CENTER
MOA	MEMORANDUM OF AGREEMENT
MOU	MEMORANDUM OF UNDERSTANDING
NAWAS	NATIONAL WARNING SYSTEM
NDMS	NATIONAL DISASTER MEDICAL SYSTEM
NGRF	NATIONAL GUARD REACTION FORCE
NIMS	NATIONAL INCIDENT MANAGEMENT SYSTEM
NOAA	NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION
NRCS	NATIONAL RESOURCES CONSERVATION SERVICE
NRF	NATIONAL RESPONSE FRAMEWORK
NTSP	NATIONAL TELECOMMUNICATIONS SUPPORT PLAN
NUDET	NUCLEAR WEAPONS DETONATION
NWR	NOAA WEATHER RADIO
NWS	NATIONAL WEATHER SERVICE
NWWS	NOAA WEATHER WIRE SERVICE
OADDL	OKLAHOMA ANIMAL DISEASE DIAGNOSTIC LABORATORY
OBN	OKLAHOMA BUREAU OF NARCOTICS
ODAFF	OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD AND FORESTRY
ODOT	OKLAHOMA DEPARTMENT OF TRANSPORTATION
OEM	OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT
OHP	OKLAHOMA HIGHWAY PATROL
OKMRC	OKLAHOMA MEDICAL RESERVE CORPS
OCC	OKLAHOMA CORPORATION COMMISSION
OIC	OFFICER IN CHARGE
OKOHS	OKLAHOMA OFFICE OF HOMELAND SECURITY

### LIST OF ACRONYMS

## State of Oklahoma Emergency Operations Plan (EOP)

### APPENDIX 4 TO BASIC PLAN (CONT)

OLETS	OKLAHOMA LAW ENFORCEMENT TELECOMM SYSTEM
OMD	OKLAHOMA MILITARY DEPARTMENT
OSA	OKLAHOMA STATUTES ANNOTATED
OSBI	OKLAHOMA STATE BUREAU OF INVESTIGATION
OSC	ON-SCENE COORDINATOR
OVMA	OKLAHOMA VETERINARY MEDICAL ASSOCIATION
OWRB	OKLAHOMA WATER RESOURCES BOARD
PIO	PUBLIC INFORMATION OFFICER
POC	POINT OF CONTACT
REACT	RADIO EMERGENCY ASSOCIATION COMMUNICATIONS TEAM
RACES	RADIO AMATEUR CIVIL EMERGENCY SERVICE
RRT	RADIOLOGICAL RESPONSE TEAM
SAR	SEARCH AND RESCUE
SARA	SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT
SARDA	STATE AND REGIONAL DISASTER AIRLIFT
SBA	SMALL BUSINESS ADMINISTRATION
SCO	STATE COORDINATING OFFICER
SITREP	SITUATION REPORT
SLA	STATE AND LOCAL ASSISTANT
SOP	STANDARD OPERATION PROCEDURE
TSA	THE SALVATION ARMY
USACE	UNITED STATES CORPS OF ENGINEERS
USAF	UNITED STATES AIR FORCE
USDHS	DEPARTMENT OF HOMELAND SECURITY
USPS	UNITED STATE POSTAL SERVICE
USC	UNITED STATES CODE
USDA	UNITED STATES DEPARTMENT OF AGRICULTURE
US&R	URBAN SEARCH AND RESCUE
USFS	UNITED STATES FOREST SERVICE
VET	VETERINARY EMERGENCY TRIAD
VOAD	VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS
ZULU	TIME ZONE CORRESPONDING TO GREENWICH, ENGLAND

## State of Oklahoma Emergency Operations Plan (EOP)

### APPENDIX 5 TO BASIC PLAN AUTHORITIES AND REFERENCES

1. 44 CFR Part 302 -Civil Defense State and Local Emergency Management Assistance Program (EMA). Currently the State and Local Assistance (SLA) Program.
2. Public Law 93-288 -Robert T. Stafford Disaster Relief and Emergency Assistance as amended.  
44 CFR Part 206 -Disaster Assistance. (Subchapter D) Individuals and Households  
44 CFR Part 206 -Public Assistance Project Administration (Subchapter G)  
  
Exec. Order 11988 -Floodplain Management.  
  
Exec. Order 11990 -Protection of Wetlands.  
  
44 CFR Part 9 -Floodplain Management and Protection of Wetland.  
44 CFR Part 10 -Environmental Considerations.
3. Public Law 96-446 -Disaster Relief Requests and Gifts Amendment.
4. 63 OS 684.1 -Emergency Management Compact
5. 63 OS 663-683.24 -Emergency Management Act.
6. 63 OS 685.2-685.11 -Emergency Interim Executive and Judicial Succession Act.
7. 63 OS 686.1-686.14 -Emergency Interim Legislative Succession Act.
8. Emergency Management Advisory Council - 63 OS 683.6.
  - a. Governor - 63 OS 683.8-683.10.
  - b. Director of Emergency Management - 63 OS 683.4.
  - c. Commissioner of Public Safety - 47 OS 2-101 et seq.
  - d. Adjutant General - 44 OS 26.
  - e. Commissioner of Health - 63 OS 1-106.
  - f. Commissioner of the State Department of Agriculture, Food and Forestry - 2 OS 2-3.
  - g. Director, Department of Human Services - Article 25, Oklahoma Constitution Chapter 4.
  - h. Director, Department of Transportation - 69 OS 306.
  - i. Director, Oklahoma Water Resources Board – 82 OS 1601.
  - j. State Fire Marshal.
  - k. Director, Department of Environmental Quality.
  - l. Oklahoma Sheriff's Association.

## State of Oklahoma Emergency Operations Plan (EOP)

### APPENDIX 5 TO BASIC PLAN AUTHORITIES AND REFERENCES (CONT)

9. Executive:
  - a.. Governor - 63 OS 683.8-183.10.
  - b. Lieutenant Governor - Article 6, Oklahoma Constitution, Chapter 15.
  - c. Auditor and Inspector - 74 OS 212 et seq.
  - d. Attorney General - 74 OS 18b.
  - e. Insurance Commissioner - 36 OS 307.
  - f. Corporation Commission - 17 OS 152.
  
10. Secretary of Agriculture:

Department of Agriculture - 11 OS 29-108, 18 OS 592, 19 OS 351 and 901.1.
  
11. Secretary of Administration and Regulation:
  - a. Office of Public Affairs - 74 OS 63.
  - b. Employment Security Commission - 40 OS 1-103.
  - c. Office of Chief Medical Examiner - 63 OS 933 et seq.
  
12. Secretary of Education:

Department of Education - 70 OS 3-104.
  
13. Secretary of Tourism and Recreation:
  - a. Tourism and Recreation Department - 74 OS 1801
  - b. Wildlife Conservation Commission - 29 OS 3-103
  
14. Secretary of Safety and Security:
  - a. Alcoholic Beverage Laws Enforcement Commission - 37 OS 503 A.
  - b. Oklahoma Department of Emergency Management - 63 OS 683.2 et seq.
  - c. State Fire Marshal - 74 OS 314 et seq.
  - d. OK State Bureau of Investigation - 74 OS 150.2.
  - e. Military Department - 44 OS 21.
  - f. Department of Public Safety - 47 OS 2-101 et seq.
  
15. Secretary of Human Services:
  - a. Department of Human Services - 56 OS 26.3.
  - b. Department of Health - 63 OS 1-101 et seq.

## State of Oklahoma Emergency Operations Plan (EOP)

### APPENDIX 5 TO BASIC PLAN AUTHORITIES AND REFERENCES (CONT)

16. Secretary of Transportation:
  - a. Department of Transportation - 69 OS 101 et seq.
  - b. Oklahoma Turnpike Authority - 69 OS 1701.
  - c. Oklahoma Aeronautics Commission.
17. Disaster Relief and Recovery:
  - a. The National Response Framework, January 2008.
  - b. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
  - c. 44 CFR
18. Fire Management Assistance Grant Program: 44 CFR, Part 204.
19. Oklahoma Emergency Management Act, 2003, Oklahoma Statutes of 2003, Title 63, Section 683, to 683.24, as amended.
20. O.S. 63, Section 1-1502 through 1505, Oklahoma Public Health and Safety, "Radiation". (State Health Department responsibilities).
21. National Response Teams (NRT), 2001, "Hazardous Material Emergency Planning Guide", NRT-1, Washington, D.C.
22. 2008 Emergency Response Guidebook.
23. Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III.
24. U.S. Code of Federal Regulation - Title 49.
25. U.S. Small Business Administration Disaster Assistance:
  - a. Small Business Act (PL 85-536)-15 USC 631 Sect 7(b)
  - b. 13 CFR 123
26. O.S. 63, Section 6101-5 Catastrophic Health Emergency Powers Act.
27. Homeland Security Act of 2002, Pub. L. 107-296.
28. O.S. 74, Section 51 Oklahoma Homeland Security Act.

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# State of Oklahoma Emergency Operations Plan (EOP)

## ESF #1 TRANSPORTATION ANNEX

STATE COORDINATING AGENCY: Department of Transportation

SUPPORT AGENCIES: Chief Medical Examiner  
Civil Air Patrol  
Department of Agriculture  
Department of Education  
Department of Emergency Management  
Department of Environmental Quality  
Department of Health  
Department of Public Safety  
Department of Wildlife Conservation  
Oklahoma Military Department  
Oklahoma Office of Homeland Security  
Oklahoma State Bureau of Investigation  
Oklahoma Turnpike Authority  
Water Resources Board

### I. PURPOSE.

The purpose of this annex is to establish procedures for using state transportation resources and for response to and recovery from an emergency or disaster, including the transportation of evacuees and equipment. The Department of Transportation will coordinate with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #1 in such areas as allocation of civil transportation capacity, processing of transportation requests, control of air and marine traffic, directing, managing, and controlling SARDA operations, funding of emergency highway repair, hazardous material actions, and damage assessment.

### II. CONCEPT OF OPERATIONS.

#### Phases of Management.

#### A. Mitigation.

Review and update disaster procedures.

#### B. Preparedness.

1. Prepare and maintain current list of personnel, equipment and their locations needed to carry out their respective responsibilities.

2. Develop contingency plans for the personnel of their departments to insure their safety and continuity of the functions of the department.

## State of Oklahoma Emergency Operations Plan (EOP)

3. Plan for personnel of the departments to report their location and availability for duty.

4. Plan for the resumption of the department's functions with a minimum of disruption, including relocation of the department if required.

5. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

### C. Response.

1. Provide emergency transportation service, as required, in, to, or from disaster-affected areas by utilizing the department vehicles for movement of victims, survivors, essential food, medical supplies, and other supplies and equipment.

2. Provide information on respective situations and any problems when assistance is needed to carry out their responsibility.

3. Coordinate with Federal Department of Transportation and other agencies in support of Emergency Support Functions #1 and #3 of the National and Regional Response Plans.

### D. Recovery.

1. Continue to provide transportation assistance as required.

2. Participate in compiling after-action reports and critiques.

3. Revise emergency plans using lessons learned.

## III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

### A. General.

State agencies with primary or secondary emergency functions connected with transportation will assign appropriate personnel to carry out these functions.

### B. Organization.

State departments will each organize their departments to effectively conduct emergency operations.

### C. Assignment of Responsibilities.

## **State of Oklahoma Emergency Operations Plan (EOP)**

1. The Department of Transportation has primary responsibility for providing/assigning emergency transportation to requesting organizations and coordinating transportation requirements with the Department of Education, Military Department and Civil Air Patrol.
2. The Department of Education shall assist the Department of Transportation, when requested, by coordinating with school boards in local jurisdictions for provision of necessary support (e.g., school buses and drivers) required to transport or evacuate victims of a disaster to centers for emergency shelter and feeding.
3. The Military Department shall assist the Department of Transportation, when requested, by providing the necessary transportation equipment (to include trucks, tractors and flatbeds, and aircraft) and personnel to perform the functions of evacuation, hauling of equipment and supplies in, to, or from the disaster areas.
4. The Department of Public Safety and Highway Patrol will provide law enforcement resources and support as required.
5. The Oklahoma Turnpike Authority will provide support to the transportation effort as required.
6. The Department of Agriculture will provide support to the transportation effort as required.
7. The Civil Air Patrol (CAP) shall assist the Department of Transportation, when requested, by providing the necessary transportation equipment (to include vans and aircraft) and personnel to perform the functions of executive airlift or ground transport, hauling of time sensitive parts, equipment, and supplies in, to, or from the disaster areas. The CAP shall assist the SARDA Director in planning, organizing, directing, manning, equipping, managing, and controlling SARDA operations by the State SARDA Director, through the Oklahoma SARDA Plan when activated by the Governor, provide support to the transportation effort as required.
8. The Chief Medical Examiner will provide support to the transportation effort as required.
9. The Department of Environmental Quality will provide support to the transportation effort as required.
10. The Department of Health will provide support to the transportation effort as required.
11. The Department of Wildlife Conservation will provide support to the transportation effort as required.
12. The Oklahoma State Bureau of Investigation will provide support to the

## State of Oklahoma Emergency Operations Plan (EOP)

transportation effort as required.

13. The Water Resources Board will provide support to the transportation effort as required including various-sized watercraft equipped with GPS equipment.

14. The Department of Emergency Management will provide support as required and manage the State Emergency Operations Center.

15. The Oklahoma Office of Homeland Security will provide support as required.

### IV. DIRECTION AND CONTROL.

A. The Director of the Department of Transportation shall be responsible for directing primary activities of the department in connection with emergency transportation.

B. The Adjutant General shall be responsible for directing the secondary activities of emergency transportation by the military department.

C. The SARDA Director shall be responsible for accessing, utilizing and directing the general aviation resources within the state when needed for emergency transportation through the Oklahoma SARDA Plan.

D. Direction and control for any disaster operation will be centralized. The designated operating official is to work in the State Emergency Operations Center and act as coordinator for use of his department's assets and interface of assets of other departments.

### V. CONTINUITY OF GOVERNMENT.

Lines of succession to each department head are according to the SOPs established by each department with a primary or secondary transportation responsibility.

## APPENDICE

### APPENDIX 1 - EVACUATION

# State of Oklahoma Emergency Operations Plan (EOP)

## APPENDIX 1 TO ESF #1 EVACUATION

### I. PURPOSE.

To provide for orderly and expeditious evacuation of any part of the population of the State of Oklahoma should such action be required. Each local jurisdiction is responsible for developing its own evacuation plan and, if an evacuation situation arises, implementing their plan. The Oklahoma Department of Emergency Management will provide available support as requested by the local jurisdiction. This appendix provides a planning base for any type of evacuation.

Much information crucial to evacuation operations, such as warning, communications, direction and control, and sheltering, are covered in separate annexes.

### II. SITUATION AND ASSUMPTIONS.

#### A. Situation.

Several emergency situations may arise which would require evacuation of parts of the State of Oklahoma. Evacuation operations can be accomplished more rapidly and effectively if plans are developed and tested before they are needed.

#### B. Assumption.

The public will act in its own interest and evacuate dangerous areas when advised to do so by proper authorities.

### III. CONCEPT OF OPERATIONS.

#### A. General.

1. Evacuation may be the only practical means of protecting people from the effects of some emergencies. Evacuation is the movement of people from a place of possible danger to a place of relative safety.

2. The magnitude of evacuation operations will vary from isolated individuals in limited areas to preplanned evacuation of the entire population of jurisdictions in affected areas. These operations will differ because the areas threatened, relatively safe areas, and evacuation routes will differ from hazard to hazard.

3. Jurisdictional interrelationships are a matter of great concern in an evacuation situation and must be addressed in mutual support agreements, operational plans and SOP's.

4. Evacuation operations should begin at the earliest perception of threat and be carried out by the jurisdiction nearest to the affected site that has sufficient control to manage all required operations.

## State of Oklahoma Emergency Operations Plan (EOP)

### B. Phases of Management.

#### 1. Mitigation.

Encourage local government passage of codes limiting development in flood plains.

#### 2. Preparedness.

a. Plan support for evacuations.

b. Train for implementation of evacuation operations in accordance with this appendix.

c. Encourage local government development of detailed evacuation plans.

d. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

#### 3. Response.

a. Activate State EOC.

b. Coordinate requests for resources from local governments.

#### 4. Recovery.

Assist in efforts to return evacuated population to home locations when it is safe.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

#### A. General.

Jurisdictional and organizational relationships in evacuation operations vary depending on the scale of the operations.

#### B. Assignment of Responsibilities.

The Director, Department of Emergency Management, will designate personnel to staff the state EOC during evacuation operations.

### V. DIRECTION AND CONTROL.

## **State of Oklahoma Emergency Operations Plan (EOP)**

Direction and control is covered in the ESF #5 annex. Emergency management of evacuation operations will normally be carried on by the jurisdiction nearest to the affected site that has sufficient control to manage all required operations.

### **VI. ADMINISTRATION AND LOGISTICS.**

General policies are as follows:

A. Local resources will be committed before requesting assistance from higher levels of government.

B. Consistent with law, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.

# State of Oklahoma Emergency Operations Plan (EOP)

# State of Oklahoma Emergency Operations Plan (EOP)

## ESF #2 COMMUNICATIONS ANNEX

STATE COORDINATING AGENCY: Department of Emergency Management

SUPPORT AGENCIES: Chief Medical Examiner  
Civil Air Patrol  
Department of Agriculture  
Department of Environmental Quality  
Department of Health  
Department of Public Safety  
Department of Transportation  
Department of Wildlife Conservation  
Oklahoma Military Department  
Oklahoma Office of Homeland Security  
Oklahoma State Bureau of Investigation  
Oklahoma Turnpike Authority  
The Salvation Army  
U.S. Army Corps of Engineers

### I. PURPOSE.

The purpose of this annex is to ensure maximum utilization of available resources to meet statewide communications requirements during all phases of disasters.

### II. SITUATION AND ASSUMPTIONS.

#### A. Situation.

1. All hazards may from time to time disrupt normal communications within and between local, state, and federal agencies and jurisdictions.
2. The availability of emergency and backup communications is essential to all phases of emergency management.
3. To avoid duplication of effort and to ensure proper utilization of state resources, a centralized communications center is necessary for message handling and coordination functions.

#### B. Assumptions.

1. All communications systems in the State are operational except within the disaster area where only limited or no communications exist.
2. All communications links between the State Emergency Operations Center and the Federal Government and State agencies are operational.

## State of Oklahoma Emergency Operations Plan (EOP)

3. Communications to and within the disaster area require re-establishment or augmentation to provide communications for the State and Federal disaster relief operations.

### III. CONCEPT OF OPERATIONS.

A. Federal, state, and local governments; private sector organizations; amateur radio operators; and voluntary disaster response and recovery organizations operate a number of communications systems on a routine basis. This capability includes such components as the National Warning System (NAWAS), HF, VHF, UHF, and 800 MHz Radio Systems, public switch telephone network systems, cellular telephone, paging, data transmission, local cable television override systems, NOAA Weather Radio, NOAA Weather Wire Services, satellite up-link and down-link capabilities, and the Oklahoma Law Enforcement Teletype System (OLETS). Through voluntary cooperation, commercial broadcast outlets participate in the Emergency Alert System. As the scope or impact of a potential or actual disaster/emergency changes, these communication resources shall be integrated into the total emergency management communications system. The focus for such integration and coordination shall be the State EOC.

B. Emergency Support Function (ESF) #2 of the National Response Framework is designed to assure the provision of Federal telecommunications support to response efforts following a presidentially declared major emergency or disaster. Support includes government furnished and commercially leased telecommunications under authority of Federal law and regulations.

C. In the event of either a partial or total systems failure of State EOC communications, responsibility for this function will be transferred to an Alternate State EOC (see ESF #5).

D. Private sector telecommunications providers will operate in accordance with the National Telecommunications Support Plan (NTSP) during major emergencies and disasters.

E. At disaster sites, the Incident Commander shall have primary responsibility for site selection and parking control. State agency communication vans/vehicles should be parked in close proximity to each other to enhance cooperation and coordination in exchanging information and resolving disaster assistance problems.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

#### A. General.

The State communications system includes all communications resources under the direction and control of the Governor. Normally, these resources are applied to the missions of specific State agencies. During emergency situations, the Department of Emergency Management will coordinate the use of these systems to support emergency management functions. Overall responsibility for State EOC communications rests with the Department of Emergency Management with secondary support provided by other State agencies, and volunteer organizations.

#### B. Assignment of Responsibilities.

## **State of Oklahoma Emergency Operations Plan (EOP)**

### **1. Department of Public Safety.**

The DPS shall operate NAWAS, OLETS and appropriate law enforcement radio networks on a 24-hour basis. In addition, the DPS has transmission capability on the National Weather Service's NOAA Weather Wire service.

### **2. Department of Emergency Management.**

The Department of Emergency Management (OEM) shall coordinate and manage communications capabilities within the State EOC. Specific tasks include:

a. Coordinate with state agencies and cooperative organizations to determine equipment and personnel capabilities and requirements for EOC operations.

b. Develop procedures relating to EOC communications, operations, verification of reports, and message handling.

c. Coordinate with local emergency management, FEMA Region VI, and adjacent states on procedures for establishing emergency communications on a local, regional or national basis.

d. Coordinate with the National Communications System and other Federal agencies in support of Emergency Support Function #2 of National and Regional Response Plans.

e. Assist in the establishment of on-site communications capabilities.

f. Provide for the maintenance/repair of agency owned systems located in the State EOC.

g. Review and update this annex and associated documents as needed or at least on an annual basis.

### **3. The State EOC Manager (OEM).**

The State EOC Manager will be responsible for establishing and staffing the communications within the State EOC, provide operators for all available equipment, coordinating their activities with other agencies having radio capability within the state government and related local or private agencies.

He is responsible for coordinating with the Oklahoma Highway Patrol to see that all counties have been warned of possible terrorism incidents or other man-made incidents and, when possible, of impending or actual natural disasters such as tornadoes, fires and floods that would cause extreme damage.

## State of Oklahoma Emergency Operations Plan (EOP)

### 4. Department of Wildlife Conservation

- a. Provide communications equipment to interface with and support State EOC operations.
- b. Provide trained personnel to maintain equipment in a constant state of readiness.
- c. As needed, assign enough trained operators to the State EOC to provide 24-hour capability over an extended period of time.
- d. Ensure mobile units assigned to disaster scene establish communications with the Incident Commander.
- e. Maintain and repair equipment located in or linked to the State EOC.

### 4. Other agencies and organizations.

Additional State support agencies and cooperative organizations with two-way radio capabilities shall support emergency communication operations to the extent possible. These agencies shall:

- a. Provide communications equipment to interface with and support State EOC operations.
- b. Provide trained personnel to maintain this equipment in a constant state of readiness.
- c. As needed, assign to the State EOC enough trained operators to provide 24-hour a day capability over an extended period of time.
- d. Ensure mobile units assigned to the disaster scene establish communications with the Incident Commander.
- e. Maintain and repair their equipment located in or linked with the State EOC.

### 5. The Salvation Army.

- a. Utilizing amateur radio volunteers, The Salvation Army will assist by providing health and welfare inquires for the public and relief officials via high frequency and other communication devices operated by its volunteers.
- b. Assist in facilitating communications between The Salvation Army and other volunteer organizations providing overall coordination of amateur Radio

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communications in cooperation with the Amateur Radio Relay League and local and state amateur radio groups.

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## ESF #3

### PUBLIC WORKS AND ENGINEERING ANNEX

STATE COORDINATING AGENCY: Department of Transportation

SUPPORT AGENCIES:

- Civil Air Patrol
- Department of Agriculture
- Department of Corrections
- Department of Emergency Management
- Department of Environmental Quality
- Department of Health
- Department of Public Safety
- Fire Marshal
- Oklahoma Military Department
- Oklahoma Office of Homeland Security
- Oklahoma Turnpike Authority
- Oklahoma Volunteer Organizations Active  
In Disasters (OKVOAD)
- U.S. Army Corps of Engineers
- Water Resources Board

#### I. PURPOSE.

A. The purpose of this annex is to establish procedures for using state resources for response to and recovery from an emergency, including debris removal and disposal, engineering and construction and utilities restoration. The Department of Transportation will also be the state coordinating agency with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #3 Public Works and Engineering.

B. This federal support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair of waste-water and solid waste facilities, emergency power supply, temporary housing, supply of ice and water, debris removal, and other missions relating to life saving or life protection humanitarian support.

#### II. CONCEPT OF OPERATIONS.

##### Phases of Management.

##### A. Mitigation.

1. Review and update emergency procedures.
2. Maintain utilities and public works maps as appropriate.

##### B. Preparedness.

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1. Train personnel in emergency procedures.
2. Organize and train damage survey teams.
3. Insure that barrier, roadblock materials, light sets, mobile signs and other necessary equipment is available.
4. Keep debris removal equipment in good repair.
5. Participate in emergency preparedness exercises.
6. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

### **C. Response.**

1. Survey disaster areas and evaluate in terms of engineering estimates.
2. Repair EOC facilities and equipment as necessary.
3. Assess damage.
4. Clear roads, construct temporary bridge repairs and/or channel crossings, coordinate and provide technical assistance for restoring water supply systems and sewage systems.
5. Barricade damaged areas as directed.
6. Determine ability to adequately respond and/or the need to request federal assistance.

### **D. Recovery.**

1. Repair roads and coordinate repair of utilities as necessary.
2. Coordinate private and volunteer repairs to utilities.
3. Assist in providing potable water and sanitary facilities, as needed.
4. Participate in compiling after-action reports and critiques.
5. Make necessary changes and improvements to emergency operations plans.

## **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.**

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### A. General.

State agencies with primary or secondary emergency functions connected with public works will assign appropriate personnel to carry out these functions.

### B. Organization.

State agency heads will each organize their agency to effectively conduct emergency operations.

### C. Assignment of Responsibilities.

#### 1. Debris removal and disposal.

a. The Oklahoma Department of Transportation (ODOT) has primary responsibility to remove debris and wreckage caused by a disaster only when requested by local government and/or when debris clearance is immediately essential to eliminate threats to the public health, safety, and property. Debris or wreckage shall be moved to temporary storage areas, or moved directly to disposal sites, as approved by the Department of Environmental Quality (DEQ). Disposal methods (fire, burial, etc.) shall be determined by the DEQ. The ODOT shall work with Oklahoma Water Resources Board (OWRB) to insure the integrity of the ground water by locating wellheads utilizing GPS/GIS technology. In the event additional help is needed, assistance may be obtained from the Agriculture Department, the Department of Health, Oklahoma Military Department, the Oklahoma Chapter of Voluntary Organizations Active in Disasters (VOAD), and local government.

b. The DEQ has primary responsibility to provide ODOT and other debris removal agents with locations of approved disposal sites and methods to be used for disposal (i.e., burying, burning, etc.). This department will likewise coordinate removal and disposal of debris that could constitute a health hazard.

c. The Agriculture Department shall inform the Department of Health of the exact locations of areas where there are extensive dead livestock and/or other agricultural debris problems.

d. The Oklahoma Military Department shall assist the ODOT with its equipment and personnel, when requested, to remove debris and wreckage in disaster areas that are essential to the health, safety and welfare of the public.

e. The state may request federal assistance when a major disaster overwhelms the state's ability to adequately respond. This federal assistance may be requested through FEMA via the U.S. Army Corps of Engineers and other federal agencies.

#### 2. Engineering and construction.

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a. The ODOT has primary responsibility to make emergency repairs or replacements to damaged roads and bridges to provide for their continued operation that is necessary for the immediate protection, welfare and preservation of life and property.

b. The Oklahoma Military Department has a secondary mission to utilize its forces to assist the ODOT, when requested, to make emergency repairs to roads, bridges, public buildings, or other public facilities in disaster areas, which are essential to the health, safety and welfare of the public.

c. The ODOT shall report downed or damaged gas, electric and telephone utilities and dangerous eminent threats resulting from this damage to the State EOC.

### 3. Water and Sanitation.

a. DEQ will have primary responsibility for the state emergency water and sanitation mission to:

(1) Provide to local communities that have suffered damage to their water supply and sewage systems, the technical assistance necessary for emergency repair of their facilities.

(2) Inspect and take samples of water in disaster areas to determine if it is safe for human consumption.

(3) Assist local authorities in obtaining a potable water supply for those disaster communities whose water supply has been knocked out or contaminated.

(4) Assist local authorities in applying emergency sanitation measures for those disaster communities that have suffered damage to their sanitation systems or which are inoperative.

(5) Provide, upon request, an agency engineer to perform required initial (windshield) surveys for assessment of damage to water and sanitation systems in the affected area.

b. The Water Resources Board will have a secondary responsibility for the state emergency water and sanitation mission to:

(1) Assist DEQ in finding possible backup emergency water supply for affected communities.

(2) Advise DEQ on the relationship between providing a community, emergency water and sanitation and the possible effects on overall water

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sources of the state.

(3) Assist DEQ in selecting new sites for water or sanitation systems, if needed.

(4) Provide, upon request, an agency engineer to perform and/or accompany a federal engineer on required surveys for assessment of damage to dams and waterways in the affected area.

c. The Oklahoma Military Department will assist DEQ and provide, upon request, water trailers that shall be utilized to provide local governments suffering damage to their water systems with emergency potable water and, if available, appropriate generators for water pumps during electrical outages.

#### 4. Damage Assessment.

The Civil Air Patrol has primary responsibility to provide ODOT a damage assessment capability by performing required initial (windshield) surveys, follow on assessment surveys or air video reconnaissance survey through airborne video transmitting or on the ground assessment with video equipment.

#### 5. Other support as required.

a. Other support as required will be provided by the support agencies and federal agencies.

b. The U.S. Army Corps of Engineers, Tulsa District, stands ready to assist OEM by participation in exercises and disaster scenarios and can provide the following types of assistance to local and State of Oklahoma authorities in the event of an emergency that may not ultimately result in a Federal Disaster Declaration:

- (1) Damage Assessment teams or support to state teams.
- (2) Flood fighting assistance and materials (primarily sandbags and pumps).
- (3) Levee and Flood Control Works technical assistance (any location)
- (4) Levee and Flood Control Works rehabilitation (if active under Corps of Engineers Public Law 84-99 levee program) if damaged by flood events.
- (5) Engineering support and other expertise, including but not limited to Civil, Structural, and Geotechnical Engineering; Hazardous, Toxic, and Radiological Materials; Real Estate assistance; Floodplain Management, and various other Federal Regulatory Program Assistance.

c. In the event the State of Oklahoma receives a Federal Disaster Declaration resulting in the activation of ESF #3, the U.S. Army Corps of Engineers, through the Tulsa District, can provide the following assistance. These following efforts have been coordinated with FEMA and pre-scripted Mission Assignments exist for

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many of the following items, expediting activation of these efforts:

- (1) Provide Damage Assessment teams or assistance to State/Federal teams.
- (2) Assist with and provide Urban Search and Rescue team's provision of bottled drinking water for basic human needs.
- (3) Provision of bagged ice.
- (4) Provision of emergency generator(s) to provide electrical power to critical facilities including but not limited to hospitals and clinics, law enforcement facilities, water and sewage treatment plants and facilities (including lift/pump stations), etc.
- (5) Debris removal and reduction.
- (6) Temporary roofing and material supplies and installation.
- (7) Construction or installation of temporary housing units either on individual properties or in a community setting with all utility support.
- (8) Actively participate with Hazard Mitigation Team efforts.

#### IV. DIRECTION AND CONTROL.

A. The Director of the ODOT shall be responsible for directing primary activities of the ODOT and in coordinating the activities of supporting agencies in connection with debris removal and disposal and engineering and construction and secondary activities in connection with utilities restoration.

B. The Executive Director of the Department of Environmental Quality shall direct all primary activities in connection with debris removal and disposal and technical assistance as needed in providing potable water and sanitary facilities.

C. The administrative heads of the Department of Agriculture and the Oklahoma Military Department shall direct all secondary activities in connection with debris removal disposal. The Oklahoma Military Department shall be directed by the Adjutant General in connection with secondary activities of engineering and construction and water and sanitation.

#### V. CONTINUITY OF GOVERNMENT.

A. Lines of succession to each department head are according to the SOPs established by each department with a primary or secondary public works mission.

B. Continuity of Operations for each department is according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary public works mission.

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## ESF #4 FIREFIGHTING ANNEX

STATE COORDINATING AGENCY: Department of Agriculture

SUPPORT AGENCIES: Chief Medical Examiner  
Civil Air Patrol  
Department of Corrections  
Department of Emergency Management  
Department of Public Safety  
Department of Transportation  
Department of Tourism & Recreation  
Department of Wildlife Conservation  
Fire Marshal  
Oklahoma Corporation Commission  
Oklahoma Military Department  
Oklahoma Office of Homeland Security  
Oklahoma State Bureau of Investigation  
Oklahoma State Department of Health  
Oklahoma Turnpike Authority

### I. PURPOSE.

The purpose of this annex is to establish an effective system for the coordinated response to fire suppression during emergency or disaster situations. The Department of Agriculture will also be the state coordinating agency with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #4, Firefighting, in such areas as detecting and suppressing wildland, rural and urban fires resulting from, or occurring coincidentally with, a catastrophic earthquake, significant natural disaster or other event requiring Federal response assistance.

### II. SITUATION AND ASSUMPTIONS.

#### A. Situation.

Both natural and technological emergencies may result in the need for large-scale fire suppression. When extreme burning conditions occur, it is likely that wildfire incidents will be widespread and all fire protection forces may be committed very quickly, and for extended periods of time. State response to a wildfire emergency must be rapid to be effective.

#### B. Assumptions.

1. Most fire suppression operations can be effectively handled by local emergency service agencies or through local mutual aid agreements. In the designated fire protection area in eastern Oklahoma, Forestry Services firefighters suppress all uncontrolled wildland

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fires.

2. During major or widespread emergencies, suppression requirements may exceed normal capabilities and require a coordinated response on a statewide basis.

### III. CONCEPT OF OPERATIONS.

Within the limit of their capabilities and jurisdictions, local emergency service agencies will perform basic fire suppression services. If requirements exceed local capabilities, require cross-jurisdictional action, or impact resources under State control, the appropriate State agencies or volunteer organizations should become involved. In some cases, State agencies may need to obtain local assistance for fire/rescue operations where initial responsibility rests with the State and the scope of the operations exceeds available State resources.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

#### A. General.

1. The Department of Agriculture provides protection from forest fires in Oklahoma through detection, prevention, and suppression activities. Therefore, it has primary responsibility for State level operations involving wildland fire suppression.

2. In designated fire protection areas, Forestry Services concentrates firefighting forces to suppress all uncontrolled wildland fires, and works in close coordination with local fire departments as appropriate. Outside the designated fire protection area, Forestry Services firefighters will provide fire suppression assistance in support of local fire departments as requested and as fire conditions and available resources permit. Forestry Services will coordinate its response outside the protection area with its Rural Fire Coordinators statewide as appropriate.

#### B. Assignment of Responsibilities.

##### 1. Department of Agriculture:

a. Provide the necessary manpower, equipment, and materials to suppress fires on public or private forests or grasslands where the potential or actual destruction would be considered a major disaster.

b. Request assistance, in accordance with department procedures, from the USDA Forest Service. Requests for additional State resources from agencies with secondary responsibility should be coordinated through the Director, Department of Emergency Management.

c. Advise the State EOC of the development of any major fire, either forest or grassland. The EOC should also be advised if arson and/or state-owned property are involved.

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d. Advise the State EOC of rural homes and businesses that require emergency assistance.

e. Coordinate with the U.S. Department of Agriculture and other Federal agencies in support of Emergency Support Function #4 of the National Response Framework.

### 2. Fire Marshal:

a. In coordination with the Department of Agriculture, investigate and determine the cause of fires where the cause may be other than by natural means.

b. Upon request, assist the Chief Medical Examiner in the investigation of deaths caused by fire in a natural disaster.

c. Provide code enforcement.

d. Assist local governments with inspection of structures after disasters to prevent fire hazards.

### 3. Department of Transportation:

a. As requested, provide manpower, equipment and other appropriate resources in support of operations.

b. Assist law enforcement officials in maintaining traffic flow into and away from the disaster area as well as provide advice on the best routes for rescue or evacuation activities.

### 4. Oklahoma Corporation Commission

Shall coordinate the disconnection of electric power and natural gas lines when a natural disaster causes the rupture of natural gas lines and the ignition by sparking electric lines for potential fires and/or explosions.

### 5. Oklahoma Department of Health

a. Will monitor the situation informing hospitals, long term care facilities, and assisted living centers of changing conditions in case evacuations are needed.

b. Will work with medical response system partners keeping them informed of dangers that may require action on their part.

### 6. Other State Agencies.

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The Department of Corrections, Military Department, Tourism and Recreation Department, Department of Emergency Management, Oklahoma Office of Homeland Security, Department of Transportation, Oklahoma State Bureau Investigation, Department of Public Safety, and the Department of Wildlife Conservation should:

a. As requested, provide manpower, equipment, and other appropriate resources in support of fire suppression activities.

b. Assist the Department of Agriculture in notifying persons in the path of fires of the impending danger.

### 7. Cooperative organizations.

The Oklahoma Wing of the Civil Air Patrol, upon request, may provide aircraft and aircrews for aerial missions to aid in the location of fires, victims, radio air relay, damage assessment or executive airlift. It will also provide aerial support to search and rescue operations as requested by the State EOC or DPS, if available.

## V. DIRECTION AND CONTROL.

A. Direction and control of fire suppression operations in wildland areas will be conducted by the Department of Agriculture. If the State EOC is operational, requests for assistance should be coordinated by the Department through the EOC. If the EOC is not operational, requests for assistance should be made to the Department of Agriculture and the EOC advised of the situation as soon as it is activated.

B. No administrative process will be permitted to interfere with operations essential to suppressing wildfires and thereby preventing injury, loss of life and significant property damage. During wildfire emergency, the process to access supplemental state resources shall be simplified to expedite their use in a timely manner and prescribed in a Standard Operating Procedure (SOP).

## VI. LOGISTICS.

For fire suppression, additional resources may be available from nearby public and private fire fighting companies. Local emergency service agencies also represent a resource for search and rescue operations.

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## ESF #5 EMERGENCY MANAGEMENT ANNEX

STATE COORDINATING AGENCY: Department of Emergency Management

SUPPORT AGENCIES: All State Agencies, Boards, Commissions and Voluntary Organizations.

### I. PURPOSE.

The purpose of this annex is to identify an Emergency Operations Center (EOC) location and establish procedures for collecting, processing and disseminating information about potential or actual natural or manmade disasters or emergencies. The EOC will facilitate the overall activities of the state and local governments in providing response assistance to an affected area. Using the EOC the Department of Emergency Management (OEM) will coordinate with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #5, Emergency Management.

### II. SITUATIONS AND ASSUMPTIONS.

#### A. Situation.

1. During a period of increased readiness or extreme emergency in which loss of life or property damage has occurred or appears imminent, the State Emergency Operations Center (EOC) will be activated to the level dictated by the gravity of the situation.

2. All governmental agencies having emergency responsibilities will be advised when the EOC is activated.

3. All emergency operations will be conducted under the authority of the laws of Oklahoma and/or executive orders or authorities delegated by law to the elected or appointed officials of the State of Oklahoma.

#### B. Assumptions.

1. Most emergency situations are handled routinely by local and state government agencies and volunteer service organizations.

2. In large-scale disaster situations beyond the capabilities of the city or county emergency management organizations, the State EOC shall provide centralized direction, control and assistance.

### III. CONCEPT OF OPERATIONS.

#### A. General.

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1. The EOC and staff may be activated by the Governor of Oklahoma, or anyone designated by the Governor, when it appears the State of Oklahoma is or may be in great danger of loss of lives or great property damage.

2. Based on the needs of the situation, department heads or designated representatives may be requested to report to the EOC to coordinate that agency's activities when the EOC is activated. When it appears the United States is involved in a national security emergency, all agencies will have their representative report immediately.

3. The Director, Department of Emergency Management or his designee, will activate its alert procedures in accordance with department standard operating procedures.

4. The EOC is entered from the tunnel between the Sequoyah and Will Rogers Buildings in Oklahoma City, (405) 521-2481, and alternate EOCs are located as follows: Stillwater EOC, (405) 742-8380, Stillwater City Hall Basement located at 723 South Lewis, Stillwater, Oklahoma; Ardmore EOC, (580) 223-4453, located in the basement of the City Hall at 23 South Washington, Ardmore, Oklahoma; and the Tulsa EOC, (918) 596-9890, located in room E24, 200 Civic Center, Tulsa, Oklahoma.

### **B. Phases of Management.**

#### **1. Mitigation.**

- a. Maintain high readiness posture of EOC.
- b. Provide for adequate communications capabilities.
- c. Assign EOC staff positions to qualified personnel.

#### **2. Preparedness.**

- a. The Director, Department of Emergency Management, will insure that the EOC staff organization with names, addresses and telephone numbers is maintained at all times.
- b. Inform officials of EOC operations.
- c. Maintain/obtain supplies and food for emergencies.
- d. Prepare and review all plans and conduct exercises.

#### **3. Response.**

- a. Activate the EOC, as required.
- b. Respond to the emergency.

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- c. Coordinate all emergency operations.
- d. Coordinate with DHS/EPR/FEMA and other Federal agencies in support of Emergency Support Function #5 of the National and Regional Response Plans.
- e. Collate and consolidate the incoming situation reports pertinent to the respective department, agency or organization.
- f. Maintain a situation status account.
- g. Brief the Governor and the Department of Emergency Management Director on the respective situations.
- h. Provide information on respective situations and any problems when assistance is needed to carry out their responsibility.
- i. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

### 4. Recovery.

- a. Continue long-term response and coordination of resources.
- b. Plan for release of operations personnel.
- c. Provide required briefings and submit reports.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

### A. General.

In the event of a disaster, the State EOC or alternate EOC will exercise overall and general supervision of all assets.

### B. Organization.

#### 1. Executive group.

- a. Governor.
  - (1) Press Secretary.
  - (2) Secretary.
- b. Lieutenant Governor.
- c. President Pro-Tempore of the Senate.
- d. Speaker of the House.
- e. Secretary of State.

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f. Attorney General.

### 2. Operations.

- a. Director, Department of Emergency Management.
- b. Deputy Director, Department of Emergency Management.
- c. EOC Manager, Department of Emergency Management and assigned personnel.
- d. Public Information Officer, Department of Emergency Management.
- e. Commissioner, Department of Public Safety.
- f. Director, Oklahoma Office of Homeland Security
- g. State Fire Marshal.
- h. Director, Department of Human Services.
- i. Adjutant General.
- j. Commissioner, State Department of Agriculture.
- k. Director, Forestry Division.
- l. Director, Employment Security Commission.
- m. Commissioner, Department of Health.
- n. Director, Wildlife Conservation Commission.
- o. Director, Department of Transportation.
- p. Director, Oklahoma SARDA Plan, ODOT when activated.
- q. Other State Agencies.

### 3. Communications Group.

- a. EOC Manager, Department of Emergency Management.
- b. One communications officer, each shift (3) from the following state agencies:
  - (1) Oklahoma Highway Patrol.
  - (2) Department of Transportation.
  - (3) Civil Air Patrol.
  - (4) Oklahoma Military Department.
  - (5) Department of Wildlife Conservation.
  - (6) The Salvation Army

### 4. Liaison Group.

- a. Oklahoma Military Department.
- b. Oklahoma Highway Patrol.
- c. The Salvation Army.
- d. Civil Air Patrol.
- e. American Red Cross.
- f. Wildlife Conservation Commission.
- g. Volunteer Organizations Assisting in Disasters.

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### 5. EOC Support.

- a. Department of Emergency Management Staff (8).
- b. Secretaries and Clerks (4).
- c. Support personnel (8).

### C. Assignment of Responsibilities.

1. The Governor of Oklahoma is responsible for the lives and protection of property within the boundaries of the State of Oklahoma.

2. The Director, Oklahoma Department of Emergency Management (OEM), under the supervision of the Governor of Oklahoma, will be responsible for the implementation of plans and emergency operations for the protection of citizens of Oklahoma. This will include interagency or departmental coordination as well as coordination with volunteer service organizations.

3. The Emergency Operations Center Manager will be responsible for the State EOC personnel, coordination and operation procedures.

4. The Chief, Field Services Division will be responsible for deploying the Division's Area Coordinators to the disaster scene(s) consistent with personnel safety considerations.

5. The damage assessment team, under direction of the Chief of Field Services Division, will be responsible for the collection and collation of reports of physical damage, loss of lives, and the coordination to establish relief centers to alleviate suffering and aid in recovery.

6. The Emergency Operations Center Manager is responsible for supplies and equipment including dispensary and sanitary supplies, feeding and housekeeping within the EOC during the period it is being operated.

## V. DIRECTION AND CONTROL.

A. Emergency Operations requires centralized control and management. The officials designated to work in the State EOC will coordinate the use of resources and interface with other agencies, in support of the primary agency.

B. The Director, OEM will develop the criteria for transfer of control from the Primary to the alternate EOC(s) and will develop appropriate procedures for staffing and operating the alternate EOC consistent with plans to continue operations.

## VI. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS

A. For the overall supervision of the EOC the line of succession will be the Director,

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Department of Emergency Management, Deputy Director, and EOC Manager.

- B. Continuity of Operations for each department is according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

### **VII. ADMINISTRATION AND LOGISTICS.**

#### **Agreements and Understandings.**

The Director, Department of Emergency Management, will enter into any agreements or understandings between this office and local groups or organizations as necessary for implementation of this plan.

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## ESF #6

### MASS CARE, HOUSING AND HUMAN SERVICES ANNEX

STATE COORDINATING AGENCY: Department of Emergency Management

SUPPORT AGENCIES: Department of Education  
Department of Health  
Department of Mental Health and Substance Abuse Services  
Oklahoma Office of Homeland Security  
Oklahoma State Bureau of Investigation  
Oklahoma Military Department  
Oklahoma Volunteer Organizations Active  
In Disasters (OKVOAD)  
The American Red Cross  
The Salvation Army

#### I. PURPOSE.

The purpose of this annex is to establish a procedure for providing sheltering, feeding, emergency first aid, bulk distribution and victim registration to meet the immediate needs of the victims during and after the occurrence of a disaster or emergency. The Department of Emergency Management will coordinate with the federal government for assistance provided in the National Response Framework's (NRF) Emergency Support Function (ESF) #6, Mass Care, Housing and Human Services.

#### II. SITUATION AND ASSUMPTIONS.

##### A. Situation.

Certain agencies provide daily services or assistance to needy citizens. There are occasions when similar services are needed during emergency situations. The coordination of feeding, congregate sheltering, emergency first aid, family reunification and bulk distribution of relief supplies as are essential during emergency conditions.

##### B. Assumptions.

1. The Department of Emergency Management (OEM) will coordinate Mass Care and emergency individual assistance with assistance from OKVOAD. In most situations, ARC will manage and operate shelters.

2. OKVOAD agencies will provide for emergency mass feeding, mass sheltering, emergency first aid, disaster welfare inquiry, and bulk distribution of disaster relief supplies for disaster displaced citizens.

3. Mutual support agreements with volunteer service organizations and other support groups will be obtained as needed and their services utilized to the maximum.

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### III. CONCEPT OF OPERATIONS.

#### A. General.

1. OEM and OKVOAD will coordinate and provide support to the mass care efforts, as well as provide support during the emergency and continue long-term support to the victims during the recovery process.

2. The OKVOAD will fully participate in planning for feeding, sheltering, emergency first aid, disaster welfare inquiry, and recovery assistance to meet emergency disaster needs of disaster victims.

#### B. Phases of Management – Department of Emergency Management

##### 1. Preparedness.

a. Coordinate plans for sheltering and feeding services with OKVOAD and local Emergency Management, Department of Education, DHS, and other support organizations and groups to meet the needs of disaster victims.

b. OEM and OKVOAD will review and update emergency services disaster plans to include written agreements when necessary.

c. Coordinate with OKVOAD and local Emergency Management to ensure that an inventory of emergency shelters has been made and copies are provided to all agencies impacted by shelter activation.

d. Ensure adequate written agreements are in place with the Department of Human Services (DHS) and other support organizations to provide food commodities to support shelter and mass feeding plans. Notify and assist DHS in obtaining Federal Declaration for use of USDA Commodities and Food Stamps.

e. Actively coordinate OKVOAD responsibilities with those of other agencies and organizations to ensure disaster caused needs are met.

f. Plan for a coordinated public information effort that respects and works with the existing public relations plans of all voluntary agencies.

g. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

##### 2. Response.

a. Coordinate the activation, staffing and management of shelter and feeding sites as needed. Coordinate the provision of food, shelter, disaster welfare inquiry, and bulk distribution of relief supplies.

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b. Coordinate the identification, staffing and management of disaster Family Service Centers to provide information regarding emergency financial assistance based on disaster caused needs.

c. Coordinate the notification to the public of all information on locations and hours of operation on emergency shelters, service centers, and bulk distribution sites.

d. Coordinate with OKVOAD, ARC and The Salvation Army to assign staff to the State Emergency Operations Center (EOC) when requested. Staff members will act as liaisons between the decision-making ARC Disaster Operational Team, other voluntary organizations involved and the Agency representatives at the EOC.

### 3. Recovery.

a. Publish information on emergency services, locations and hours of operation in cooperation with all service providers.

b. Coordinate with other agencies and organizations to provide assistance to meet disaster caused needs.

c. Coordinate with OKVOAD to provide assistance in the form of staff for the Disaster Recovery Centers in cooperation with voluntary agencies.

## IV. ASSIGNMENT OF RESPONSIBILITIES.

### Assignment of Responsibilities.

#### A. Department of Emergency Management.

1. Provide support to all mass care providers by coordinating and facilitating actions as the primary state coordinating agency.

2. When applicable, and agreed upon, assist in administering the Individual and Households Program (IHP) for the State following Presidentially declared disasters in accordance with the most recent IHP State Administrative Plan (SAP).

3. Coordinate with all emergency welfare service groups, local and state government, and local emergency operations centers.

4. Coordinate the development and maintenance of emergency aid agreements with agencies, organizations and groups active in disaster as needed to meet the situation.

5. Ensure adequate resources are identified to support the disaster mission.

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6. Coordinate with the OKVOAD agencies to maintain adequately trained staff to support the disaster operation.

### **B. Oklahoma Volunteer Organizations Active in Disaster (OKVOAD)**

1. Provide immediate response to meet the needs of disaster victims. As stated in PL 93-288 as amended, the ARC will provide mass care in cooperation with all OKVOAD agencies.

2. Provide damage assessment summaries for the State EOC, state and local officials and other agencies as requested. Information will be limited to type, location and extent of damage, and with the permission of the agency doing the on site assessment(s).

3. Provide a liaison representative to the State EOC. Work stations will be provided in the EOC for OKVOAD, ARC and The Salvation Army liaisons.

4. Coordinate with local, state and federal authorities (Joint Information Centers) on all public affairs information, and cooperate with all existing OKVOAD agency public information plans.

### **C. Department of Human Services.**

Manage bulk food resources and Food Stamps provided by the U.S. Department of Agriculture and provide support as required and available through Federal Declaration.

### **D. Department of Health.**

Perform food inspections and coordinate Emergency Medical Service providers as needed. Upon request by emergency management, ESF-8 will coordinate with shelter operations to conduct shelter assessments.

### **E. Department of Education.**

Provide support as required in the areas of facilities, transportation and communications.

### **F. Department of Mental Health and Substance Abuse Services**

Provide support as required in the areas of mental health and counseling; and write and oversee Crisis Counseling (immediate and regular service) grants as coordinated with OEM.

### **G. Oklahoma Office of Homeland Security**

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Provide support as required.

### **H. Oklahoma State Bureau of Investigation**

Provide identification services related to Housing as required.

1. Provide staff and portable electronic or manual identification equipment to housing sites as needed, to assist in the identification of fugitives, registered sex offenders and other problem subjects attempting to conceal themselves among the victims in violation of state or federal law.

2. Establish appropriate communications with the FBI to facilitate timely identifications and notify appropriate law enforcement personnel responsible for site security as required.

### **I. Oklahoma Military Department**

Provide support as required for sheltering of victims.

## **V. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS.**

A. Lines of succession to each department head are according to the SOPs established by each department with a primary or secondary mission.

B. Continuity of Operations for each department is according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

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## ESF #7 RESOURCES SUPPORT ANNEX

STATE COORDINATING AGENCY: Department of Emergency Management

SUPPORT AGENCIES:     Alcoholic Beverage Law Enforcement Commission  
                              Civil Air Patrol  
                              Corporation Commission  
                              Department of Central Services  
                              Department of Commerce  
                              Department of Corrections  
                              Department of Education  
                              Department of Environmental Quality  
                              Department of Health  
                              Department of Labor  
                              Department of Public Safety  
                              Department of Tourism and Recreation  
                              Department of Transportation  
                              Department of Wildlife Conservation  
                              Oklahoma Military Department  
                              Oklahoma Office of Homeland Security  
                              Oklahoma State Bureau of Investigation  
                              Oklahoma Turnpike Authority  
                              U.S. Army Corps of Engineers  
                              Water Resources Board

### I.     PURPOSE.

The purpose of this annex is to establish effective procedures to coordinate support response and/or resources of state departments and agencies, and preserve the continuity of their respective departmental and agency functions. It also provides for the resumption of such functions with a minimum of interruption in the event of natural or man-made emergency. The Department of Emergency Management will coordinate with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #7, Resource Support.

### II.    SITUATION AND ASSUMPTIONS.

#### A.   Situation.

During the period of a natural or man-made emergency in which great damage may occur within the State of Oklahoma a condition may exist in which emergency supplies and resources may be limited.

#### B.   Assumptions.

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1. Existing resources will provide adequate support for short-term emergency operations.

2. For long-term emergency support operations, additional resources will be made available.

### III. CONCEPT OF OPERATIONS.

#### A. General.

The principle executive or representative of the individual member Agencies, Boards, Commissions or organizations designated as members of the resources group will report to the State Emergency Operations Center on its activation or when requested as dictated by the emergency.

#### B. Phases of Management.

##### 1. Preparedness.

a. Prepare and maintain current list of personnel, materials and their locations needed to accomplish their assigned responsibilities.

b. Develop contingency plans for the personnel of their department, agency or organization to insure their safety and the continuity of the functions of the department, agency or organization.

c. Develop plans for personnel of the department, agency or organization to report their location and availability for duty.

d. Develop plans for the resumption of the departmental or organizational functions with a minimum of disruption, including relocation of the department, agency or organization, if required.

e. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

##### 2. Response.

Coordinate with the Federal General Service Administration and other Federal agencies in support of Emergency Support Functions #7 and #12 of the National Response Framework.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

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### A. Organization.

The resources group may be composed of the following:

1. Group Chief
2. Assistant Chief
3. Three Corporation Commissioners
4. Director, Department of Central Services
5. Director, Tourism and Recreation Department
6. Superintendent, State Department of Education
7. Commissioner, State Banking Department
8. Director, Oklahoma Water Resources Board
9. Director of State Finance
10. State Treasurer
11. President, Oklahoma Association of General Contractors of America
12. Executive Director, State Funeral Directors Association

### B. Assignment of Responsibilities.

The responsibilities of the members of the resources group will be in accordance to the respective individual member departments, agencies and other organizations. All agencies will provide support as required.

## V. CONTINUITY OF GOVERNMENT CONTINUITY OF GOVERNMENT

- A. Lines of succession will be in accordance with Standing Operating Procedures established by each department, agency or organization.
- B. Continuity of Operations for each department will be according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

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# State of Oklahoma Emergency Operations Plan (EOP)

## ESF #8

### PUBLIC HEALTH AND MEDICAL SERVICES ANNEX

STATE COORDINATING AGENCY: Department of Health

SUPPORT AGENCIES: American Red Cross  
Chief Medical Examiner  
Department of Agriculture  
Department of Emergency Management  
Department of Environmental Quality  
Department of Human Services  
Department of Mental Health and Substance Abuse Services  
Department of Public Safety  
Oklahoma Military Department  
Oklahoma Office of Homeland Security

#### I. PURPOSE.

To establish procedures for response to the environmental, health, and medical needs of the State of Oklahoma in the event of man-made or natural emergency. The Department of Health will coordinate with the federal government for assistance provided in the National Response Framework's (NRF) Emergency Support Function (ESF) #8, Public Health and Medical Services.

In accordance with the Oklahoma Catastrophic Health Emergency Powers Act (O.S. 63:6101), the Oklahoma Catastrophic Health Emergency Plan was developed as an addendum to ESF #8. Its purpose is to prepare for acts of terrorism, resurgent infectious diseases and mass casualty incidents. Copies of the plan are maintained by the Health Department and support agencies.

#### II. SITUATION AND ASSUMPTIONS.

##### A. Situation.

1. Natural or man-made emergencies could occur within the boundaries of the State of Oklahoma and would require coordinated use of all health and medical resources available.

2. Adequate resources are available within the boundaries of the State of Oklahoma to meet most foreseeable short-term emergencies.

##### B. Assumptions.

1. The Commissioner of Health will be responsible for coordination of all state health and medical services in response to man-made or natural emergencies.

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2. All Department of Health personnel will remain under direction and control of the Commissioner of Health during any activation of this plan.

3. Local resources will be fully employed before committing state assets.

### III. CONCEPT OF OPERATIONS.

#### A. General.

1. The Commissioner of Health will keep the Governor, the Director of the Department of Emergency Management and the Director of the Oklahoma Office of Homeland Security informed of the status of medical and health services during emergency operations.

2. The scope of medical and health services will be adjusted to the size and type of disaster.

#### B. Phases of Management.

##### 1. Mitigation.

a. Develop and maintain contingency plans for the Health Department to insure the continuity of functions.

b. Develop and maintain plans for providing health and medical services.

##### 2. Preparedness.

a. Identify available medical facilities and medical supplies.

b. Conduct training sessions and exercises.

c. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

##### 3. Response.

a. Locate and alert personnel.

b. As requested, send a representative to the state emergency operations center to perform the following functions.

(1) Consolidate the incoming health and medical reports, and maintain the situation report.

(2) Brief the Governor and the Director of the Department of Emergency

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Management.

(3) Provide information and recommendations.

(4) Coordinate the need and distribution of medical supplies and services.

(5) Ensure health needs are met in congregate shelters and other disaster related facilities, in coordination with the American Red Cross.

(6) Coordinate with Department of Mental Health and Substance Abuse Services to ensure mental health, behavioral health, and substance abuse needs are addressed. Address specific medical considerations associated with mental health, behavioral health, and substance abuse for incident victims as well as response workers.

(7) Coordinate with the Department of Human Services and other state and local response agencies to address medical special needs, at-risk and enhanced care population needs in a multidisciplinary response effort.

(8) Coordinate with Oklahoma Medical Reserve Corps (OKMRC) to activate, deploy and track OKMRC volunteers.

c. Provide a communication system or personnel to the disaster coordination center at the scene to assist in the coordination of requests for assistance.

#### 4. Recovery.

a. Provide advice and support for decontamination measures.

b. Inspect food supplies.

c. Institute vector control and quarantines to reduce the threat of epidemics.

d. Restore medical care and treatment facilities and services.

e. Institute immunization programs as required.

f. Continue to ensure health needs are met in congregate shelters and other disaster related facilities, in coordination with the American Red Cross.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

### A. General.

All Department of Health personnel will remain under the direction and control of the Commissioner of Health.

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### B. Organization.

In so far as possible, there will be no changes to existing organization.

### C. Assignment of Responsibilities.

#### 1. Health and Medical Services.

- a. Emergency medical support.
- b. Distribution of medical supplies and services.
- c. Immunization.
- d. Mortuary services.

#### 2. Public Health Environmental Services.

- a. Vector control.
- b. Inspection of food supplies.
- c. General sanitation measures.
- d. Activities necessary to resume normal public health community services.

#### 3. Department of Agriculture.

With assistance by the Veterinary Services and when medical facilities are unavailable, permit use of veterinary facilities and equipment for temporary human medical care during extreme emergencies involving mass casualties.

#### 4. Support Agencies.

Provide support as required.

## V. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS.

- A. Agency line of succession will be in accordance with internal standing operating procedures.
- B. Continuity of Operations for each department will be according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

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### VI. ADMINISTRATION AND LOGISTICS.

#### A. Health Statistics.

1. The Department of Health will continue to collect and report vital statistics.
2. Disease statistics will be collected and reported to appropriate state and federal officials.

#### B. Testing and Inspections.

All testing, inspections, and surveys will follow normal procedures but will be conducted more frequently.

### VII. PLAN DEVELOPMENT AND MAINTENANCE.

The Commissioner of Health will make necessary plans and mutual support agreements to fulfill responsibilities outlined by law and this annex.

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# State of Oklahoma Emergency Operations Plan (EOP)

## ESF #9

### URBAN SEARCH AND RESCUE ANNEX

STATE COORDINATING AGENCY: Department of Public Safety and Highway Patrol

SUPPORT AGENCIES:     Alcoholic Beverage Law Enforcement Commission  
                              Civil Air Patrol  
                              Chief Medical Examiner  
                              Department of Agriculture  
                              Department of Emergency Management  
                              Department of Wildlife Conservation  
                              Fire Marshal  
                              Oklahoma Military Department  
                              Oklahoma Office of Homeland Security  
                              Oklahoma State Bureau of Investigation

#### I.     PURPOSE

A. Urban search and rescue is the responsibility of county, city and town fire departments and law enforcement departments. They will prepare and respond in accordance to their emergency operations plans and standard operating procedures (SOPs). This annex establishes primary and support responsibilities for rural search and rescue operations. Responsible agencies will prepare appropriate internal plans and SOPs to cover all phases of emergency management.

B. The Department of Emergency Management will coordinate with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #9, Urban Search and Rescue and the National Search and Rescue Plan, and the State of Oklahoma Agreement with the Air Force Rescue Coordination Center, Langley A.F.B., Virginia.

#### II.    SITUATION AND ASSUMPTIONS

##### A. Situation

Search and rescue (SAR) missions may be required when an Emergency Locating Transmitter (ELT) signals and/or FAA reports of overdue aircraft is received; a request is made by local government officials for assistance in locating a missing person; and to locate survivors of natural or man-made emergencies.

##### B. Assumptions

1. The Oklahoma Highway Patrol (OHP) has primary responsibility for coordinating search and rescue efforts involving more than one state agency. In searches initiated by OEM, Langley A.F.B., Fort McPhearson, the County Sheriff or the local Police Chief and the OHP is on the scene, the senior OHP officer will become the Incident Commander (IC). In searches where there is no OHP presence, the County Sheriff (on unincorporated land) or

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the Chief of Police (within city/town limits) will become the IC. In searches established by competent authority and there is no law enforcement presence, where the Civil Air Patrol is executing their Federal role, the CAP will be the Incident Commander. This responsibility will pass to the first Law Enforcement Officer on the scene.

2. Assistance from other agencies and the Civil Air Patrol (CAP) will be available upon request.

### III. CONCEPT OF THE OPERATION

A. The most frequent search and rescue mission is initiated by an ELT. When an ELT is received the Air Force Rescue Coordination Center (AFRCC), Langley A.F.B., Virginia will activate a mission number after other methods of search have failed. The CAP begins a search after receiving this mission number from the AFRCC. Most ELT transmissions result from rough landings and maintenance, not plane crashes. Planes are usually located in hangers or at airports after the pilot has completed his flight. In these cases, once the plane containing the transmitting ELT is found, the mission will be closed.

B. Requests for assistance from local government officials in locating a missing person may go to the CAP or the OHP. Either CAP or OHP may respond and provide aerial and/or ground search assistance. Whenever more than one state agency provides assistance, the OHP will assume incident command. The Department of Emergency Management will coordinate resource requirements for CAP and State agencies. Attempts to locate survivors of emergencies will be led by the senior OHP official and resources will be coordinated by the Department of Emergency Management.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. General

For emergency management planning, this annex incorporates the resources of all agencies that have the capabilities to provide direction and/or support for a search and rescue operation.

#### B. Organization

The organization for providing search and rescue support services for emergency operations are the following:

1. Department of Public Safety (OHP)
2. Civil Air Patrol (CAP)
3. Oklahoma Military Department (OMD)
4. Department of Emergency Management (OEM)

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### 5. Department of Agriculture

#### C. Assignment of Responsibilities

##### 1. Department of Public Safety (OHP):

- a. Exercise coordination and/or supervision of all rural search and rescue operations.
- b. Prepare search and rescue plans.
- c. Maintain alert procedures to insure immediate response.
- d. Develop standard operating procedures for reference by all agencies operating within the SAR system.

##### 2. Civil Air Patrol (CAP):

- a. In accordance with its Memorandum of Understanding with OEM, provide personnel and equipment, search vans and planes with direction finding capability as requested by OHP.
- b. Maintain SAR plans and procedures to be implemented during emergency operations.
- c. Provide liaison personnel to coordinate with OHP and other agencies involved in SAR operations.
- d. Provide CAP Incident Commander or liaison officer and staff, communications links to AFRCC, down link information from nation satellite system, and other standard products that CAP produce to OHP and other search agencies.
- e. Provide training for key OHP and OMD personnel regarding National SAR techniques used by the CAP.
- f. Maintain current alert procedures to insure rapid response during SAR operations.
- g. Include OHP and OMD in Air Force and Oklahoma SAR exercises conducted with the state.

##### 3. Oklahoma Military Department (OMD):

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- a. Provide personnel and equipment as requested by OHP.
- b. Maintain SAR plans and procedures to be implemented during emergency operations.
- c. Provide liaison personnel to coordinate with OHP and other agencies involved in SAR operations.
- d. Provide training for key OMD personnel regarding SAR operations.
- e. Maintain current alert procedures to insure rapid response during SAR operations.

### 4. Department of Emergency Management (OEM):

- a. Develop and maintain this annex to the State EOP.
- b. Provide training to agency personnel regarding SAR operations.
- c. Coordinate state resources during a SAR mission.
- d. Maintain current alert procedures to insure rapid response during SAR operations.

### 5. Department of Agriculture:

- a. Provide personnel and resources as requested by OHP.
- b. Coordinate procedures for SAR operations with the Department of Emergency Management.

### 6. Other Support

The Department of Wildlife Conservation, Fire Marshal, Chief Medical Examiner, Oklahoma Office of Homeland Security, Oklahoma State Bureau of Investigation, and the Alcohol Beverage Law Enforcement (ABLE) Commission should provide support as required.

## V. DIRECTION AND CONTROL

A. The Chief of the Oklahoma Highway Patrol, or his designee, shall be responsible for all Rural Search and Rescue Operations involving any State agency. The Senior OHP Officer shall be Incident Commander in charge of all operations, both aerial and ground searches. The CAP, when involved in SAR operations, shall designate one person to act as liaison officer for the aerial search and ground search. This liaison officer shall coordinate CAP activities with the Incident Commander. Every agency involved with the SAR shall designate one liaison officer to be

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responsible for that agency's resources. That officer will coordinate all activities with the Incident Commander.

B. When SAR operations extend beyond a normal day, each liaison officer and the Incident Commander shall designate his/her replacement and will brief that individual prior to departing the EOC or Incident Command Post.

### **VI. LOGISTICS**

For search and rescue operations, additional resources may be available locally. Local governments may provide resources, including manpower, and communications equipment to augment state capabilities. Volunteers, both pilots and ground searchers are often available in large numbers.

### **VII. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS.**

A. Lines of succession to each department head will be according to the Standard Operating Procedures (SOPs) established by each department with a primary or secondary mission.

B. Continuity of Operations for each department will be according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

# State of Oklahoma Emergency Operations Plan (EOP)

## ESF #10

### OIL AND HAZARDOUS MATERIALS ANNEX

STATE COORDINATING AGENCY: Department of Environmental Quality

SUPPORT AGENCIES:

- Chief Medical Examiner
- Civil Air Patrol
- Corporation Commission
- Department of Agriculture
- Department of Emergency Management
- Department of Labor
- Department of Public Safety
- Department of Transportation
- Department of Wildlife Conservation
- Fire Marshal
- LP Gas Administration
- Oklahoma Military Department
- Oklahoma Office of Homeland Security
- Oklahoma State Bureau of Investigation

#### I. PURPOSE.

The purpose of this annex is to insure that a coordinated and effective effort is made to remove or reduce the threat to public health and safety that may result from an incident involving hazardous materials. The Department of Environmental Quality will coordinate with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #10, Oil and Hazardous Materials Response.

#### II. SITUATIONS AND ASSUMPTIONS.

##### A. Situation.

1. Hazardous materials are produced, transported, used and stored throughout the state.
2. Accidents or incidents involving hazardous materials are one of the most common emergencies within the state.
3. Hazardous material releases require swift and decisive action by emergency personnel.

##### B. Assumptions.

1. Emergencies involving hazardous materials are usually confined to a localized area.

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2. Emergency personnel will respond in their normal area of operation.

### III. CONCEPT OF OPERATIONS.

#### A. General.

1. For hazardous material incidents within corporate municipal limits, local government officials will, to the extent of available resources and capabilities, isolate and restore the area to normal, relying on the owner, supplier, vendor, shipping agent, carrier or other appropriate individual to remove the hazard if feasible. On private property outside of corporate limits, the initial contact point is the closest municipal fire department or law enforcement agency. Outside corporate limits on federal/state highways, public property, county roads, or railways, the incident commander shall be the Oklahoma Highway Patrol (OHP). While primary response is at the local or OHP level, all incidents may require additional action at the state level as indicated in the task assignments that follow.

2. In most incidents, state level involvement is usually limited until the scope of the disaster exceeds local government capabilities. However, state level involvement may occur at any time since the state has certain jurisdictional responsibilities, complex federal and state statutes to enforce, and technical expertise that may not be available at the local level. Moreover, several state agencies are routinely involved in the mitigation of the impact of hazardous materials incidents on a day-to-day basis.

3. In compliance with the Superfund Amendments and Reauthorization Act of 1986 (SARA), the Governor of Oklahoma has appointed the Oklahoma Hazardous Materials Emergency Response Commission to oversee the preparation of hazardous material emergency planning within the State. Responsibilities of this commission include:

a. Establishment of local emergency planning committee (LEPC) districts (which in Oklahoma are designated to correspond to the county boundaries with the exception of Oklahoma, Tulsa and Washington Counties). Separate districts are authorized within the cities of Oklahoma City and Tulsa. The Washington County District includes portions of Osage County to incorporate the entire Phillips Petroleum facility within one district. Tinker Air Force Base, Altus Air Force Base and Ft. Sill are separate planning districts.

b. Appointment of LEPCs within each district that will be responsible for:

(1) Providing information to the public on the nature, amount and location of hazardous materials within the district.

(2) Developing a comprehensive emergency response plan to respond to accidental releases or spills of hazardous materials within the districts. Such plans shall be incorporated into the county's Emergency Operations Plan (EOP).

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(3) Overseeing the reporting of the presence of hazardous materials within the district by those persons or firms using or storing the material.

(4) Obtaining site-specific information from facilities subject to emergency planning to protect the public in the event of accidental release of hazardous materials allowed by law. This planning information will be incorporated into the district's plan as appropriate.

c. Review and accept the hazardous material emergency plan for each district to include the facility specific information.

d. Provide information to the public as requested on the nature and location of hazardous materials within Oklahoma covered under the law.

4. Oklahoma has adopted the provisions of U.S. Federal Regulation, Title 49 covering all facets of hazardous material transportation within the state.

5. The Oklahoma Department of Emergency Management facilitates training courses to qualify first responders and LEPC members in hazardous material awareness and planning requirements. The agency also identifies and coordinates the mobilization of resources to be used in the event of a hazardous material accident that exceeds the resources of local government.

### B. Phases of Management.

#### 1. Mitigation.

Assist local communities with the establishment of transportation routes, zoning, and codes for hazardous materials.

#### 2. Preparedness.

a. Public education/orientation.

b. Train and exercise emergency response personnel.

c. Develop plans and procedures for response to incidents.

d. Identify sources of equipment and supplies.

e. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

#### 3. Response.

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a. Upon request of local officials, State agencies will provide resources needed to protect life, property and the environment not readily available to local government.

b. Provide technical expertise needed to confine, control and neutralize hazardous material releases.

### 4. Recovery.

a. Monitor and survey release site to determine continued threat to the public, when required.

b. Provide legal counsel to:

(1) Determine liability.

(2) Determine ability to recover damages.

(3) Determine means of resolving disputes.

c. Aid in clean-up operations. Establish standards to be met to insure public safety in coordination with Federal authorities.

## IV. TASK ORGANIZATION.

### A. Task Assignments and Responsibilities.

The tasks and responsibilities that are noted below pertain only to this plan and do not include the full scope of activities carried out by agencies in the enforcement of environmental statutes.

#### 1. State Agencies.

When activated by the EOC and while operating under the State EOP, the following state agencies will perform the listed functions as necessary. This list of participating agencies is not all inclusive and other agencies may be activated under the authority of the EOP.

##### A. Department of Emergency Management.

(1) Maintain an up-to-date list of local emergency response phone numbers for hazardous materials incidents or disasters.

(2) Serve as one of two primary notification points for local emergency management agencies and OHP to report incidents (1-800-800-2481).

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(3) Notify all DEQ, Corporation Commission and EPA (NRC 1-800-424-8802) as necessary.

(4) Coordinate support as requested by on-scene local emergency management director(s) or incident commander(s).

(5) Activate the State EOC as necessary.

### B. Department of Environmental Quality.

(1) Maintains a 24 hour telephone number (1-800-522-0206) for citizens and public officials to report spills or releases.

(2) Provide technical advice and assistance on potential pollution caused by hazardous materials spills and the proper means to be employed to minimize short term and avoid long-term environmental damage.

(3) Provide state representation to the EPA regional response team.

(4) Provide technical advice and assistance regarding the following:

(a) Contamination via municipal and domestic wastes.

(b) Radiological exposure.

(c) Air pollution control.

(d) Solid waste disposal.

(e) Potable water supply and wastewater treatment.

(f) Control/containment of hazardous wastes.

(g) Laboratory testing necessary for resumption of community environmental services.

(h) Cleanup activities necessary to resume normal community services related to environmental quality.

(5) Serve as the primary source of expertise on industrial and commercial wastes.

(6) Coordinate with the U.S. Environmental Protection Agency and other federal agencies in support of Emergency Support Function #10 of the national and regional response plans.

### C. Corporation Commission

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(1) Provide technical advice and assistance on potential pollution caused by spills of oil and hazardous materials from oil and gas drilling, production, and pipeline operations and the proper means to be employed to minimize short-term and avoid long-term environmental damage.

(2) Provide technical advice and assistance regarding the following:

a. Contamination by wastes associated with oil and gas drilling, production, and pipeline operations, and the control, containment and disposal of such wastes.

b. Control of oil and gas well blowouts.

c. Prevention and mitigation of damage to oil and gas drilling, production and pipeline facilities from wildfires.

(3) Serve as the primary source of expertise on oil and gas drilling, production and pipeline operations

### D. Oklahoma Military Department (OMD).

OMD's 63<sup>rd</sup> Weapons of Mass Destruction-Civil Support Team (CST) has the capability to detect and identify most biological, chemical and nuclear agents. This is a very limited asset for the state and may be unavailable due to national tasking. Requests for assistance will be coordinated by the Oklahoma Department of Emergency Management.

### E. Attorney General.

Provide legal counsel to the Department of Environmental Quality and other responsible agencies to determine liability for damages incurred by the hazardous material incident and reimbursement of cost associated with its clean up.

### f. Other State Agencies.

Provide support as required.

## V. RADIOLOGICAL INCIDENT OPERATIONS

### A. PURPOSE.

This section provides actions to be taken by all response personnel in the event of an accident or incident involving radioactive materials. It also establishes a framework to guide

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response activities that will meet the needs of any accident victims, provide security to the incident site, and reduce danger to the public while limiting the exposure of responding personnel to a level which is the lowest reasonably achievable.

### B. SITUATION AND ASSUMPTIONS.

#### 1. Situation.

The widespread use of radioactive materials in our society creates the potential for accidents. These incidents include transportation accidents involving radioactive materials as well as the mishandling of source material at industrial sites and the exposure to radiological materials used in the medical community. In each case, first responders' tasks are complicated by the presence of radioactive material.

#### 2. Assumptions.

Emergency response organizations will have access to radiation detection instruments.

### C. CONCEPT OF OPERATIONS.

#### 1. Identification.

At industrial or medical locations, site employees must identify the location(s) of radiation sources. Package labels and/or yellow storage containers may also indicate the presence of radioactive materials.

#### 2. Reporting Instructions.

An accident involving the release/spilling of radiological materials should be reported to the County Department of Environmental Quality and the Oklahoma Department of Environmental Quality, at 1-800-522-0206. Be prepared to provide the following information:

- a. Incident location.
- b. Number and type of injuries, if any.
- c. Name of carrier for transportation accidents.
- d. Type of radioactive material present, if available. (From shipping papers, package labels, or employees.)
- e. Amount of radioactivity in curies, if known.
- f. Physical form of the material (liquid, solid, or gas).

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### 3. Operational Procedures.

The procedures on the appropriate guide page in the Emergency Response Guidebook (available on the internet at <http://hazmat.dot.gov/gydebook.htm>) should guide operations **upon identification of a radiological hazard.**

#### D. DIRECTION AND CONTROL.

The incident commander is tasked with maintaining control of the accident site until the radioactive material has been removed. DEQ personnel will provide support and advice to the incident commander.

#### VI. DIRECTION AND CONTROL.

Primary responsibility rests with the senior local government official (per the local emergency operations plan) or the senior OHP official, as appropriate, at the location. As in all local incidents, representatives from other organizations serve only in an advisory or support role.

#### VII. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS.

- A. Lines of succession to each department head will be according to the Standard Operating Procedures (SOPs) established by each department with a primary or secondary mission.
- B. Continuity of Operations for each department will be according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

# State of Oklahoma Emergency Operations Plan (EOP)

## ESF #11

### AGRICULTURE AND NATURAL RESOURCES ANNEX

STATE COORDINATING AGENCY: Department of Agriculture, Food and Forestry (ODAFF) per Okla. Const. Art. VI, Section 31.

#### SUPPORTING AGENCIES\*:

United States Department of Agriculture/Animal Plant Health Inspection Services/Veterinary Services (USDA/APHIS/VS)

a. Veterinary Services- Area Office

b. Wildlife Services

Department of Health

Department of Wildlife Conservation

Department of Emergency Management

Department of Transportation

Department of Environmental Quality (DEQ)

American Red Cross

Department of Public Safety and Oklahoma Highway Patrol

Oklahoma Military Department

Oklahoma Office of Homeland Security

Oklahoma State University-College of Veterinary Medical Health Sciences (OSU-CVMHS) & Oklahoma Animal Disease Diagnostic Laboratory (OADDL)

Oklahoma Volunteer Organizations Active in Disasters (OKVOAD)

Oklahoma Cooperative Extension Service (OCES)

Oklahoma Veterinary Medical Association (OVMA)

Oklahoma State Animal Response Team (OSART)

\*Any outside assisting agencies or groups operating during a disaster will only serve under appropriate incident command and in cooperation with local, regional or State Emergency Management officials as appropriate.

#### I. PURPOSE.

The purpose of this Emergency Support Function (ESF) #11 Annex is to coordinate State agencies, OKVOAD, Federal and other response entities in efforts to control and eradicate, as appropriate, any outbreak of a highly contagious or economically devastating animal/zoonotic (i.e. transmitted between animals and people) disease, or any outbreak of an economically devastating plant pest or disease; ensure the safety and security of the commercial food supply; protect natural resources; and provide for the safety and well-being of household pets during an emergency response or evacuation situation. [See FEMA Disaster Assistance Policy DAP9523.19 Title: "Eligible Costs Related to Pet Evacuation and Sheltering" for definition of "Household Pet".]

#### II. SITUATIONS AND ASSUMPTIONS.

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### A. Situation.

1. Natural or man made emergencies could occur within the boundaries of the State of Oklahoma that could require the coordinated use of all veterinary resources available.
2. Adequate resources are available within the boundaries of the State of Oklahoma to meet most foreseeable short term emergencies.
3. Foreign Animal Diseases, as well as certain zoonotic diseases, as incidents of national significance, activate ESF #11 of the National Response Framework (NRF).

### B. Assumptions.

1. All ESF #11 Annex responses will be managed in accordance with the National Incident Management System (NIMS).
2. The ODAFF has statutory authorities with regard to agriculture, animal agriculture, animals and safe food production concerns in the state and maintains close liaison with USDA/APHIS, the Department of Health and other departments, Tribal Authorities and agencies representing veterinary medicine, public health, agriculture, native and non-native wildlife, humane societies, and animal control agencies.
3. The Incident Command System (ICS) will be utilized and the Commissioner of Agriculture or other appropriate ODAFF authority (Division Director) or his/her designee will assign a qualified Incident Command Team with proper Delegation of Authority to manage response activities. All incident responders are to be part of the existing Incident Command Structure.
4. ODAFF will develop Memoranda of Understanding with agencies and/or groups as needed for supplemental emergency resources.

## III. CONCEPT OF OPERATIONS.

### A. General and Inclusive.

ODAFF organizes the ODAFF staff and support agencies based upon the five (5) core functions outlined in the initial Purpose paragraph. ODAFF will coordinate and maintain communication with the Oklahoma Department of Emergency Management (OEM) during all emergency operations. ODAFF shall determine the scope and duration of ESF #11 Annex activation according to the type and size of emergency.

### B. Phases of Management.

#### 1. Mitigation.

## State of Oklahoma Emergency Operations Plan (EOP)

a. Review and update emergency procedures.

### 2. Preparedness.

a. Prepare and maintain current list of personnel, materials and their locations needed to accomplish their assigned responsibilities.\*

b. Develop contingency plans for the personnel of the Department to insure their safety and the continuity of the functions of the Department.\*

c. Develop plans for personnel of the Department to report their location and readiness for duty.\*

d. Develop plans for the resumption of the Departmental functions with a minimum of disruption, including relocation of the department, if required.\*

e. Ensure that administrative and accounting procedures are in place to document all actions taken and all costs incurred during emergency operations.\*

\*In accordance with the SOP's established in the ODAFF Continuity of Operations Plan (COOP).

### 3. Response.

Following notification of an ESF #11 incident by Oklahoma Emergency Management (OEM) or by the Oklahoma Commissioner of Agriculture:

(1) As requested, provide a representative to the State of Oklahoma Emergency Operations Center.

(2) Initiate acquisition of situational intelligence and consolidate incoming reports and maintain situation reports.

(3) Coordinate with other governmental authorities in establishment of response structure.

(4) Coordinate with other governmental authorities in matters of evacuation.

(5) Cooperate with other governmental authorities in matters of equipment use and provision of transportation.

(6) Cooperate with mutual aid operatives.

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- (7) Coordinate with law enforcement personnel in maintenance of security.
- (8) Coordinate with public information operations.
- (9) Coordinate distribution of donated resources (such as pet food and veterinary supplies).

### 4. Recovery.

- a. Monitor and survey for disease/pest as indicated by control measures.
- b. Continue any cleaning /disinfection activities as indicated by control measures.
- c. Continue to gather information and consolidate incoming reports and maintain situation reports.
- d. Continue indemnification/identification/reunification placement efforts for affected animals.
- e. Provide for organized demobilization of equipment and personnel.
- f. Continue efforts to return agriculture production to pre-event state as directed in ESF #14 Annex.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

### A. General.

The Oklahoma Department of Agriculture, Food, and Forestry (ODAFF)

- a. Animal Industry Services – Lead division for animal disease and pest response, support for zoonotic disease response. Oversight to and assist with protection of household pets and non-commercial livestock in evacuations and other responses.
- b. Consumer Protection Services (CPS) – Lead division for plant disease and pest response.
- c. Food Inspection – Lead division in assuring the safety and security of the commercial food supply.
- d. Agriculture Environmental Management Services (AEMS) – Lead division addressing protection of natural resources in these scenarios.

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### A. Organization and Assignment of Responsibilities

See Appendices A-E

### V. DIRECTION AND CONTROL

The initial point of contact is the ODAFF.

### VI. CONTINUITY OF GOVERNMENT.

A. Line of succession within ODAFF will be in accordance with the established Standard Operating Procedures (SOPs) with a primary or secondary mission.

B. Continuity of Operations (COOP) within ODAFF will be in accordance with the COOP plan developed and published by each department with a primary or secondary mission.

### VII. PLAN DEVELOPMENT AND MAINTENANCE.

1. Review this Annex to the State EOP as least once annually.

2. Necessary updates and revisions to this Annex are prepared and implemented, based on deficiencies identified in exercises and emergencies and upon changing State and Federal policies and recommendations.

3. Changes to this Annex shall be coordinated with OEM and distributed to all holders of the State Emergency Operations Plan (EOP).

# State of Oklahoma Emergency Operations Plan (EOP)

## Agriculture and Natural Resources Annex Emergency Support Function #11 Appendix A Animal Disease and Pest Response

**LEAD AGENCY:** ODAFF – Division of Animal Industry Services

### **I PURPOSE:**

Exercise jurisdictional authority to address animal issues to prevent, protect, respond to and recover from animal incidents impacting the livestock industry of the State of Oklahoma. Provide guidance and support to other State and local agencies, Tribal Nations, and animal industry constituents to eliminate risk, recover from incidents and thus maintain the livestock industry of the State.

A detailed FAD Response Plan resides in the Office of the State Veterinarian.

### **II SCOPE:**

Shall include implementing an integrated Federal, State, regional, local and tribal response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease or pest infestation. Ensures, in coordination with ESF#8 – Public Health and Medical Response, that animal and veterinary issues are supported. [*NOTE: Animal/zoonotic diseases are covered within this annex related to ‘livestock’ as defined in Oklahoma Statutes to include alternative livestock and equine production. Incidents involving companion animals and non-production livestock are addressed within Appendix D herein.*]

### **III POLICIES**

A. Actions undertaken under this ESF#11 annex are coordinated with and conducted cooperatively with State, regional, local and Tribal incident management officials and private entities in coordination with Federal authorities, especially APHIS/VS, as required or needed.

B. When addressing animal diseases, all animal depopulation activities are conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized.

C. Disposal methods for infected or potentially infected carcasses are chosen for their effectiveness in stopping pathogen spread and minimizing environmental impacts as best possible.

D. Indemnification of producers for loss of livestock or property involved shall follow guidelines set forth in Oklahoma Statutes or Federal guidance and/or if such an incident is declared an Incident of National Significance.

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E. The United States (US) Secretary of Agriculture also may declare an Extraordinary Emergency to pay compensation and to allow for the use of Federal authorities to take action within a State if the State is unable to take appropriate action to control and eradicate the disease.

### IV CONCEPT OF OPERATIONS

A. The responsibility for coordination of ESF#11, Appendix A shall lie with the State Veterinarian/designee within the ODAFF – Division of Animal Industry Services in collaboration with the APHIS/VS Area Veterinarian in Charge.

B. The coordinator shall work closely with the ESF#11 liaison(s) at the State Emergency Operations Center (SEOC).

C. Coordination shall provide for Federal, State, regional, local, and tribal response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease or animal pest infestation.

D. Coordinate with ESF#8 on animal/zoonotic or other issues impacting animal and human health.

E. Coordinate with veterinary and wildlife service in affected areas.

F. Coordinate surveillance activities in conjunction with ESF#8 in zoonotic disease events.

G. In response to a bio-hazardous event, the decontamination and/or destruction of animals as well as associated facilities may be required and thus, should be provided for.

H. If a possible intentional pathogen release is reported, animal health authorities shall report suspect actions to local law enforcement and the Federal Bureau of Investigation-Joint Terrorism Task Force (FBI-JTTF) at the Oklahoma City FBI Office.

I. If criminal activity is suspected, the coordinator shall work closely with law enforcement and diagnostic facilities to ensure personal/responder safety, proper investigative procedures, and the proper procurement, labeling, handling, tracking of chain of evidence, etc. of samples for testing and forensic analysis.

J. The coordinator shall collaborate with State and Federal emergency management officials providing relevant information and coordination of resource utilization.

K. Assigns veterinary personnel to assist in delivering animal health care to injured or abandoned livestock and performing veterinary preventive medicine activities, including the conducting of field investigations and the provision of technical assistance and consultation as required.

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## Agriculture and Natural Resources Annex Emergency Support Function #11 Appendix B Plant Disease and Pest Response

**LEAD AGENCY:** ODAFF – Consumer Protection Services

### **I PURPOSE**

Exercise jurisdictional authority to address plant pest and disease issues to prevent, protect, respond to, or recover from incidents impacting plant production within the State of Oklahoma.

A detailed Plant Disease/ Pest Response Plan resides in the Consumer Protection Services Directors Office.

### **II POLICIES**

A. Actions undertaken under ESF#11 are coordinated with and conducted cooperatively with State, regional, local and Tribal incident management officials and private entities in coordination with Federal authorities, especially APHIS/PPQ as required or needed.

B. When addressing plant disease issues, destruction of plants/crops to stop pathogen spread may be required but consideration shall be given to minimizing such impact and/or any effects upon the environment.

C. The Secretary of Agriculture can release funds as needed/available to indemnify producers for plant products seized or facilities held to control a disease as well as to pay the operational costs of the eradication of a plant disease or pest. The State ESF coordinator will collaborate with USDA in such matters.

D. Indemnification of producers for loss of crops or property shall follow guidelines set forth in Oklahoma Statutes or Federal guidance and/or if such an incident is declared an Incident of National Significance.

E. The US Secretary of Agriculture also may declare an Extraordinary Emergency to pay compensation and to allow for the use of Federal authorities to take action within a State if the State is unable to take appropriate action to control and eradicate the disease.

### **III CONCEPT OF OPERATIONS**

A. The responsibility for coordination of ESF#11, Appendix B shall lay with the ODAFF Director of Consumer Protection Services or his/her designee.

B. The coordinator shall work closely with the ESF#11 liaison(s) at the State

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Emergency Operations Center (SEOC). Coordination shall provide for Federal, State, regional, local and tribal response to an outbreak of a highly infective exotic plant disease or an economically devastating plant pest infestation.

C. Coordinate surveillance activities with USDA/PPQ, OSU Cooperative Extension personnel, agriculture suppliers/advisors, private entities or others involved in such a process.

D. Coordinate with ESF#8 should such an outbreak pose a food safety risk involving FDA regulated foods or the incident require disposal or other practices that could result in environmental impact.

E. In response to a bio-hazardous event, the decontamination and/or destruction of plants as well as associated facilities may be required and thus should be provided.

F. If a possible intentional pathogen release is reported, plant authorities shall report suspect actions to local law enforcement and the FBI-JTTF at the Oklahoma City FBI Office.

G. If criminal activity is suspected, the coordinator shall work closely with law enforcement and diagnostic facilities to ensure personal/responder safety, proper investigational procedures are followed and to ensure the proper labeling, handling, tracking of chain of evidence, etc. of samples for testing and forensic analysis.

H. The coordinator shall collaborate with State and Federal emergency officials providing relevant information and coordinating resource utilization.

# State of Oklahoma Emergency Operations Plan (EOP)

## Agriculture and Natural Resources Annex Emergency Support Function #11 Appendix C Safety and Security of the Commercial Food Supply

**LEAD AGENCY:** ODAFF – Division of Food Safety

### **I PURPOSE**

To conduct inspection or otherwise verify the wholesomeness of meat, poultry and egg products. Collaborate with ODH in assuring wholesomeness of Food and Drug Administration (FDA) regulated products. Assist in food-borne disease surveillance, product recall and tracing, disposal of contaminated food products, and provide inspectors and laboratory services. A detailed Food Safety Plan resides in the Office of the Director of Food Safety.

### **II SCOPE**

Includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food-borne disease surveillance; and field investigations.

### **III POLICIES**

A. Actions undertaken under ESF#11 are coordinated with and conducted cooperatively with State, regional, local and Tribal incident management officials and private entities in coordination with Federal authorities, especially USDA/FSIS and possibly HHS/FDA in collaboration with ODH, as required or needed.

B. ESF#11 ensures the safety and security of commercial food supplies following a potential or actual Incident of National Significance and mitigates the effect of the incident(s) on affected parts of the U.S. population.

C. Whereas food safety and security regulation and guidance authority is held at the Federal level, the District and Field Offices nationwide coordinate the field response activities according to internal policies and procedures. A representative of a District Office serves as the Senior USDA Federal Official for coordination in the affected area.

### **IV CONCEPT OF OPERATIONS**

A. The State ESF#11, Appendix C coordinator(s) are designated by ODAFF Command Staff.

B. The coordinator shall work closely with the ESF#11 liaison(s) at the SEOC.

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- C. State and Federal coordinators shall collaborate in providing information, assessing operating status of inspected processing, distribution, import and retail facilities in the affected area and evaluate adequacy of available inspectors, program investigators, and laboratory services relative to the emergency on a geographical basis.
- D. Inspect and verify slaughter and processing plants, distribution and retail sites and import facilities.
- E. Engage in laboratory analysis activities to screen meat, poultry and egg products for chemical, biological and radiological agents where appropriate.
- F. Suspend operations of meat, poultry and egg processing plants as appropriate.
- G. Engage in surveillance of food safety/security-related illness, injury and other consumer complaints where appropriate.
- H. Coordinate with Federal, regional, local and voluntary organizations to determine the extent to which resources are needed and can be provided.
- I. Conduct product tracing to determine the source, destination and disposition of adulterated and/or contaminated products.
- J. Control all FSIS related products at inspected establishments that are inspected or found to be adulterated through product recall, seizure, and detention and/or closures of regulated establishments.

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## Agriculture and Natural Resources Annex Emergency Support Function #11 Appendix D

### Protection of Companion Animals and Non-Commercial Livestock

#### LEAD AGENCY:

ODAFF, Office of the State Veterinarian – Jurisdictional Authority  
Oklahoma State Animal Response Team (OSART) – Response/Operational Activities\*

\*Any outside assisting agencies or groups operating during a disaster will only serve under appropriate incident command and in cooperation with local, regional or State emergency management officials as appropriate.

#### I PURPOSE

Provide a collaborative framework for prevention, protection, preparedness, response, and recovery efforts related to management of companion animals and non-commercial livestock during emergency events. In the majority of emergency situations these issues will be the responsibility of local jurisdictions with resource support provided through non-governmental organizations and State agencies. In multi-jurisdictional or catastrophic events, the aforementioned lead agencies may provide more direct command and management. Emergency preparedness, operations and assistance provided herein shall address all provisions set forth in the Pets Evacuation and Standards Transportation Act of 2006.

#### II SCOPE

This plan addresses emergency management issues related to companion, service, search and rescue and police animals, non-native captive wildlife, and non-production livestock. For the purpose of this plan, these animal populations will be termed simply “animals.” Commercial or production animals are defined as “livestock” within Oklahoma Statutes. Animal issues addressed within this plan afford for multi-agency coordination and resource support to rescue, shelter and care for animals impacted by emergency events.

#### III POLICIES

A. ODAFF holds jurisdictional authority to regulate activities associated with “livestock” and/ or “alternative livestock” as defined in Oklahoma Statutes. ODAFF is further delegated oversight of other animal species via statutes, rules and regulations. Thus, ODAFF will, at a minimum, retain oversight of any animal activities conducted within the state and reserve the right to exercise statutory authority as need be.

B. The Oklahoma State Animal Response Team (OSART or SART), as a functional entity within the Oklahoma Veterinary Medical Association and the Oklahoma Medical Reserve Corp, will focus upon and assist regions, counties, local and/or private entities in preparing for and conducting animal response activities focused upon companion animals

## **State of Oklahoma Emergency Operations Plan (EOP)**

and non-commercial livestock. County Animal Response Teams (CARTs) are encouraged to organize, prepare for, and conduct such activities.

C. ODAFF and SART shall work collaboratively and may call upon each other for resources and assistance.

D. Any private, local, county, or regional animal response group(s) shall promptly notify the State Veterinarian within the ODAFF – Division of Animal Industry Services when response activities involve any congregation, sheltering or co-mingling of animals. The State Veterinarian shall then assure provisions are made for the control of any potentially infectious or contagious disease.

E. This plan recognizes that local communities may need limited resource assistance without activation of the SEOC. Nothing in this plan will prohibit the ODAFF or other State agencies, the OVMA or other non-governmental entities from providing direct response support to local jurisdictions or facilitating the delivery of mutual aid support between local communities during emergencies.

### **IV CONCEPT OF OPERATIONS**

A. The State ESF#11, Appendix E coordinator(s) shall be designated by OSART officials in collaboration with ODAFF Command Staff.

B. The coordinator shall work closely with the ESF#11 liaison(s) at the SEOC.

C. Counties or local communities providing emergency management services shall include provisions for the care of animals within their operational plans. Resources to provide such care may be acquired by the emergency service provider or more likely be acquired via mutual aid agreements with other agencies, non-governmental organizations or private entities.

D. In emergencies resulting in the need to shelter both people and animals, efforts shall be made to co-locate such facilities in accordance with ESF# 6 & 8 Annexes.

E. Provisions within emergency plans should address: mass care as well as sheltering; veterinary care and surge capacity; provisions for the protection of public health and safety; animal evacuation, transportation, search and assist, and technical animal rescue; emergency public information; risk reduction and public outreach programs addressing animal issues in family and business preparedness; and long-term recovery issues related to animal populations.

F. Work collaboratively with emergency management officials to facilitate concurrent evacuation, rescue, transport, sheltering and care of both affected persons and their animals. This may require rescuing animals from affected areas in the owner's absence.

G. Consider 'shelter in place' options for animals with or without the owner's

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presence dependent upon the nature of the event.

H. Engage wildlife authorities to manage wildlife and habitat issues and address any potential public safety or disease concerns to or associated with affected wildlife.

I. Non-native wildlife may be housed in zoos, wildlife parks, and wildlife sanctuaries or with private licensed individuals. These entities can be both vulnerable resources and a threat to public safety. If such facilities exist within an emergency operation area, special plans and resources may need to be developed to address the same.

J. Conduct of activities under this appendix will rely heavily upon citizen volunteers. These citizen volunteers are encouraged to become a part of local or county animal response teams and/or citizen corps affiliates. These groups can facilitate training in emergency response and management that will impart an understanding of the process and thus their specific roles and requirements therein.

### **Agriculture and Natural Resources Annex Emergency Support Function #11 Appendix E**

# State of Oklahoma Emergency Operations Plan (EOP)

## National Veterinary Stockpile (NVS) Plan

### LEAD AGENCY: ODAFF – Division of Animal Industry Services (AIS)

#### **I PURPOSE**

This plan establishes necessary state provisions and processes to expedite requesting, receiving, staging, storing (RSS), distributing, and recovery of assets from the National Veterinary Stockpile (NVS) of the U.S. Department of Agriculture, Animal and Plant Health Inspection Service, Veterinary Services (USDA APHIS VS). This plan also describes the coordination of ODAFF's efforts' to use the NVS, and delineates organizational responsibilities and recommended actions. It also describes pertinent USDA APHIS VS responsibilities relative to state planning efforts.

#### **II SCOPE**

This plan shall incorporate the NVS in the implementation of an integrated Federal, State, regional, local and tribal response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, pest infestation. Ensures, in coordination with ESF#8 – Public Health and Medical Response, that animal and veterinary issues are supported. [*NOTE: Animal/zoonotic diseases are covered within Annex A and Annex E related to 'livestock' as defined in Oklahoma Statutes to include alternative livestock and equine production. Incidents involving companion animals and non-production livestock are addressed within Appendix D herein.*]

#### **III POLICIES**

- A.** The USDA APHIS VS Area Office normal processes of communication with ODAFF, AIS, and Office of the State Veterinarian (ODAFF, AIS, and OSV) are used in an NVS deployment. The USDA APHIS VS will provide human resources in support of NVS deployment. The State of Oklahoma's NVS response will interface with the National Response Framework (NRF) and comply with requirements of the National Incident Management System (NIMS).

Understand that an initial USDA APHIS VS sponsored NVS deployment may transition into a full-scale event involving coordination with local, state or other federal agencies, such as the U.S. Department of Homeland Security.

- B.** ODAFF, AIS, OSV will include all relevant support entities as listed in the preparation and exercising of this plan. State response and recovery agencies will work together to identify, assess, prioritize and address state needs. State agencies will coordinate with local, state, and federal peer organizations and counterpart agencies during an NVS deployment. The state recognizes communication both before and during an actual event as a critical element to the speed and success of the NVS operations.

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## IV SITUATION AND ASSUMPTIONS

### A. General Conditions

During day-to-day conditions, Oklahoma has resources necessary to adequately respond to routine (i.e. small scale) animal health emergencies.

### B. Emergency Conditions

During an outbreak of a damaging animal disease, whether natural or intentional, supplies of critical veterinary items in the State will be rapidly depleted. The State may incur other catastrophic events, such as a natural disaster, for which they may request NVS assistance.

### C. Assumptions

The following assumptions may apply:

1. Oklahoma may experience a livestock or poultry disease outbreak that may require supplemental assistance from the NVS.
2. A goal of the NVS program is to assure that states have the resources to respond to catastrophic events.
3. Deployment of NVS assets to the state will be within 24 hours following the USDA APHIS VS approval of the request.
4. NVS deployment activities require involvement of multiple jurisdictions.
5. Sufficient RSS facilities will be available for NVS-related operations.
6. The NVS will provide critical veterinary supplies and equipment to support an outbreak response after the state has depleted its resources and cannot promptly procure replenishments from other sources, including the private sector. The Incident Commander (IC) is expected to procure additional resources following the NVS initial deployment as needed. If the resources are unavailable from other sources, the NVS may deploy additional times until the resources become available.
7. If the USDA APHIS Administrator approves the use of highly pathogenic avian influenza (HPAI) or foot and mouth disease (FMD) vaccines, then the NVS will coordinate the delivery of those vaccines.

## **State of Oklahoma Emergency Operations Plan (EOP)**

8. Length of a response can vary greatly according to the scale of event. Response could take weeks for an animal disease that is quickly eradicated, or be prolonged over a period of several months to a year. Due to these unknown variables, RSS facility requirements may change.

### **V REQUESTING THE NVS**

#### **A. Prior to Requesting NVS Assistance**

The request for NVS assistance is a joint USDA APHIS VS and State Veterinarian decision based upon the type and scale of catastrophic event, and level of available assets from state, local and private sources. ODAFF will consult with OEM and consider the status of state emergency declarations resulting in activation of the state emergency operation plan. The request for NVS assistance will be made prior to the exhaustion of available resources.

#### **B. Initial Request for NVS Assistance**

The State Veterinarian will follow the established process to request initial assistance from the NVS.

### **VI SUBSEQUENT REQUESTS FOR NVS ASSISTANCE**

**A.** Following the initial receipt of NVS assistance, the Logistics Section Chief will continually evaluate if available resources are sufficient. If they are not, the Logistics Chief will coordinate with the Administration/Finance Chief to acquire more. If the resources are unavailable from other sources, the NVS Mobil Logistics Team (MLT) will assist the Logistics Chief with requests for additional resources from the NVS.

**B.** The NVS request process is described in Attachment 1.

### **VII CONCEPT OF OPERATIONS**

#### **Lead Agency for Managing NVS Operations**

The ODAFF, AIS, OSV is the lead state agency for managing NVS operations. The ODAFF, AIS, OSV may request assistance from support agencies and/or non-governmental organizations listed in this plan as deemed necessary and appropriate.

### **VIII NOTIFICATION AND COMMUNICATION**

**A.** Prompt notifications and fusion of information during an event are critical for effective and efficient use of NVS resources. Communication requirements unique to the NVS will be included in this planning document.

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Communications related to the NVS activities are subordinate with the USDA APHIS VS.

- B.** ODAFF, AIS, OSV will maintain communication with the USDA APHIS VS Area Office. ODAF, AIS, OSV will notify appropriate state agency partners, including OEM and the Governor's office, about the request to deploy the NVS and will keep appropriate stakeholders apprised. Functional communications related to NVS deployment are described in documents held by the ODAFF, AIS, OSV.

### **IX RESPONSE ACTIONS**

#### **A. NVS Command and Control**

Following approval to deploy, ODAFF, AIS, OSV will establish command and control using the Incident Command System (ICS) to manage NVS operations. ODAFF will assure a Multiagency Coordination (MAC) entity is established to harmonize resources, policy and strategy. Requests for assistance from appropriate support agencies, including OEM and the Governor's office, and/or non-governmental organizations will be well coordinated. A unified command with the USDA APHIS VS may be established.

Incident command will activate the RSS facility and dispatch the management team. The management of RSS activities, including all four ICS core functions (planning, operations, logistics and finance/administration), is integrated into the command and control hierarchy for the entire incident.

The NVS Mobile Logistics Team (MLT) will provide RSS technical assistance. Additional MLT members may interface with the ICS logistics section, to liaison officers, and/or to the state emergency operation center or multiagency coordination centers.

ICS organization, and key roles and responsibilities related to NVS Activities are described in Attachment 3.

#### **B. Tactical Communications**

Internal, tactical communications in support of NVS operations are identified. Primary communication methods may include telephone (land lines, cellular phones, and satellite phones), shortwave radios, email, and the internet. Specific methods and equipment resources will be identified at the time of the incident.

#### **C. Receipt, Stage and Store (RSS) Warehouse**

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The RSS site(s) will be predetermined for the receipt of NVS assets. Management of the RSS operations may include, but not be limited to, the following activities:

1. Activate RSS and transfer of facility management
2. Prepare facility to receive NVS assets
3. Staff RSS management team
4. Provide staff support
5. Provide safe operating environment for responders
6. Provide RSS of materials
7. Enter data, including inventory management
8. Provide effective communications
9. Integrate NVS MLT into ICS
10. Provide special material handling, such as cold chain management
11. Recover NVS material for return
12. Deactivate RSS and transfer facility management

Details of the RSS facilities described in Attachment 4.

### **X INVENTORY CONTROL**

The RSS manager will provide an electronic mail address to receive the NVS automated inventory sheet (Microsoft Excel) of deployed resources.

ODAFF, AIS, OSV will evaluate available inventory control systems offered by the state, such as the state Strategic National Stockpile (SNS) RSS Inventory Tracking System (RITS), state emergency management systems, or state forestry service systems, and will establish an inventory control system (automated or manual) to track physical inventory and other NVS resources, such as contractors. The state will evaluate and considered redundant systems.

The RSS inventory control system can track inventory from a variety of sources, and maintain separation and accounting for each source. If APHIS approves the use of animal vaccines, additional inventory control measures may be required.

Dispensing of antiviral medications to incident responders must follow state and federal regulations for dispensing of legend pharmaceuticals.

Details of the RSS Inventory Control are described in documents held by the ODAFF, AIS, OSV.

### **XI SECURITY**

Security personnel for NVS materials during transit or while in the RSS will not routinely be provided by USDA APHIS, except under special circumstances. ODAFF, AIS, OSV will coordinate with state law enforcement agencies to consider multiple

## **State of Oklahoma Emergency Operations Plan (EOP)**

jurisdictions of law enforcements, security response phases, and possible security requirements for NVS materials.

The NVS security plan is outlined in documents held by ODAFF, AIS, and OSV.

### **XII DISTRIBUTION**

ODAFF, AIS, OSV will assure that materials from the RSS are staged and delivered to incident sites in the field. These efforts will require the assistance of OEM and other support agencies and/or non-governmental organizations. ODAFF, AIS, OSV will evaluate the resources necessary to deliver materials, such as personnel, packing materials, and trucks, and consider requirements for cold chain management. The primary agency is responsible for tracking and accounting for NVS materials at incident sites. The primary agency will develop a dispatch system to assure correct delivery and record keeping, such as delivery method, location, and quantities of materials.

The NVS program may drop ship certain items directly to an incident site.

Details of the NVS Distribution Plan are in documents held by ODAFF, AIS, and OSV. Prior to Requesting NVS Assistance.

The request for assistance from the National Veterinary Stockpile (NVS) is a joint state and USDA APHIS VS decision based upon the type and scale of damaging animal disease outbreak, and level of available state and local resources. The request for NVS countermeasures will be made prior to the exhaustion of available state resources.

### **XIII INITIAL REQUEST FOR NVS PHYSICAL COUNTERMEASURES**

The state animal health official (SAHO) or designee and the USDA APHIS VS Area Veterinarian in Charge (AVIC) or designee will identify the resources the State has available, including state, local, federal and private sector resources, and those it needs to respond to a damaging animal disease. In their evaluation, they will consider the status of State emergency declarations that may release additional State and local resources. They will justify their request for NVS countermeasures based on their conclusion that available resources will not be enough to support the State's response to the outbreak.

The SAHO and AVIC will consult with their USDA APHIS VS Regional Office. The VS Regional Director or designee calls the 24/7 USDA APHIS VS National Center for Animal Health Emergency Management hotline **800-940-6524** and requests NVS assistance from the operator. The NVS Director or designee will return the call immediately. Officials on the recall will be state and federal officials (e.g. the state animal health official, AVIC, VS Regional Office representative, and other pertinent personnel) who can justify the state's need for NVS assistance. During the call, the NVS staff will request information about:

## **State of Oklahoma Emergency Operations Plan (EOP)**

1. The damaging animal disease.
2. Infected species and estimated number of populations.
3. Number of responders fielded immediately.
4. Number of affected premises.

NVS staff will also request a point of contact in incident command with whom the NVS deployment can be coordinated if approved by APHIS. The NVS Deployment Management Team at VS headquarters will coordinate with the incident command point of contact on deployment details.

### **XIV SUBSEQUENT REQUESTS FOR NVS PHYSICAL COUNTERMEASURES**

Following the initial receipt of NVS assistance, the logistics section's supply unit leader and inventory manager will coordinate with the planning section's resource unit leader to continually evaluate available resources and to determine when to acquire more. The supply unit's ordering manager will coordinate with the finance/administration section's procurement unit leader to acquire more resources from a variety of sources. If additional resources are unavailable, the ordering manager and procurement unit leader will coordinate with the NVS Mobile Logistics Team (MLT) on site or the NVS Deployment Management Team (DMT) at APHIS headquarters to request deployment of additional countermeasures.

## State of Oklahoma Emergency Operations Plan (EOP)

### Attachment 1

#### **FIVE STEP PROCESS TO REQUEST NVS PHYSICAL COUNTERMEASURES:**

1. Oklahoma State Veterinarian (OSV) and AVIC conclude that NVS physical countermeasures are needed.
2. OSV and AVIC consult with USDA APHIS VS Regional Office.
3. VS Regional office calls NVS 24/7 emergency hotline **800-940-6524** and leaves name and telephone number with operator.
4. NVS Director will return call immediately and engage in conference call with necessary officials to determine the details of the request, including
  - a. Damaging animal disease
  - b. Infected species and estimated number of animal populations
  - c. Number of responders fielded immediately
  - d. Number of affected premises, and
  - e. Name and contact information for point of contact in incident command.
5. NVS DMT will coordinate deployment details with the point of contact.

#### **A. Request for 3D Support**

1. During the planning cycle, the operations section chief (OSC) determines the kind, type, and numbers of resources, including personnel, available and needed to achieve depopulation, disposal, and/or decontamination (3D) for the next operational period. The work assignment, reporting location, and requested arrival time are documented on the ICS 215 operational planning worksheet.
2. The planning section chief and resources unit leader assist the OSC by providing input on available personnel and shortages.
3. If NVS 3D support is needed, the finance/administration section's procurement unit leader will create a statement of work (SOW) that describes the type and amount of assistance as well as when and where the assistance is required.
4. The cost unit leader will prepare a 3D cost estimate.
5. The logistic section's ordering manager will prepare an ICS 259-3 resource order form requesting the number of 3D task forces required, the date/time needed, and the reporting location.
6. Following approval of the resource order by the incident commander, the supply unit leader and ordering manager will deliver the ICS 259-3 resource order form and SOW to the NVS MLT or the NVS DMT.
7. The NVS DMT in APHIS headquarters will
8. Identify a contractor that is available, trained, and qualified to do the work,
9. Contact the APHIS contract officer and provide the SOW, and
10. Convene a conference call of incident command officials and the contractor to discuss the work and the contractors' ability to respond.
11. The APHIS contract officer will:

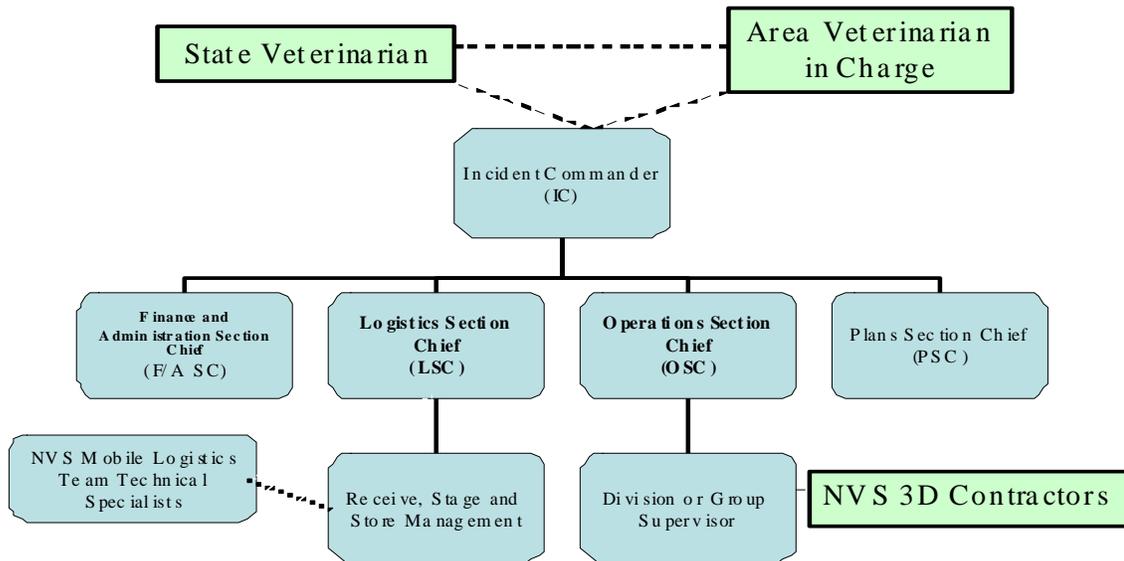
## State of Oklahoma Emergency Operations Plan (EOP)

- a. Require the OSC to assign a Federal employee to oversee the contractor's work and sign the daily activity report
  - b. Ensure the contractor charges basic ordering agreement rates in the NVS contract
  - c. Authorize the contractor verbally or in writing to begin work
  - d. Direct the contractor to provide an estimate of the amount and cost of work within a reasonable period, typically a couple of days
12. The 3D task force will:
- a. Check in with the planning section resources unit and complete the information required, including 3D task force leader and personnel manifest, for the ICS 211 incident check-in list.
  - b. Report to the OSC for task assignments
13. The APHIS representative in the finance/administration section pays for the 3D resources and reports the costs.

Attachment 2

ICS Organization Chart for NVS Activities

# Incident Command System NVS Organization Chart



**State of Oklahoma Emergency Operations Plan (EOP)**

**ATTACHMENT 3  
RSS FACILITY INFORMATION/PLANNING ASSUMPTIONS**

Date Revised: 05-01-2009

Priority/ Region	Facility Name	Physical Address	Mailing Address	Telephone	Fax	Point of Contact	Driving Directions
State Hub	ODAFF Tupelo Warehouse	Lat. 34.609475 Long. 96.438053		580-###-####	580-###-####	Mitch Broiles  405-522-1148 office  405-590-4864 cell	<p>*From 1-40 take exit 181 for US-270/US-177/OK-3W south toward Tecumseh/ Shawnee .2 miles</p> <p>*Keep right at the fork to continue towards OK-3/OK-3W/US 177/US 270 and merge onto OK-3/OK-3W/US-177/US-270 9.8 miles.</p> <p>*Slight right at OK-3/OK-3W/US-177, continue to follow OK3/OK-3W 40.3 miles.</p> <p>*Take ramp onto OK-1S/OK3E, continue to follow OK-3 E 4.4 miles.</p> <p>* Continue on US-377 S 1.3 miles.</p> <p>*Continue on OK-3E 14.6 miles.</p> <p>*Turn right at N3690 Rd 0.2 miles.</p>

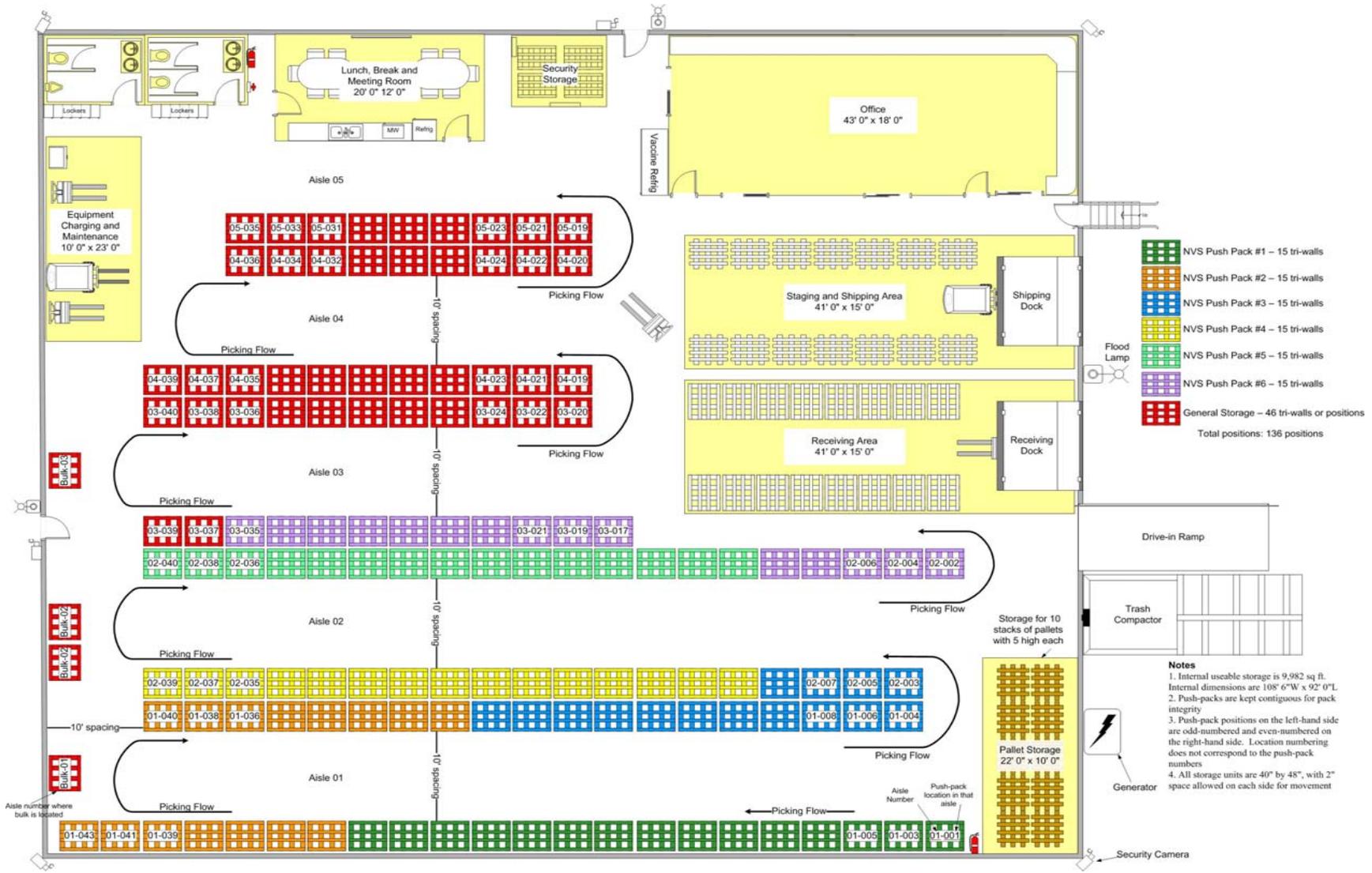
## State of Oklahoma Emergency Operations Plan (EOP)

Tupelo Agriculture RSS Facility on South side of Old State Highway 3.



ESF #11.26

# State of Oklahoma Emergency Operations Plan (EOP)



## State of Oklahoma Emergency Operations Plan (EOP)

### NVS Warehouse Planning Factors

#### FEMA criteria for incident complexity to estimate resource requirements:

Complexity Type	Resource Requirement
<b>Type 3</b>	<ul style="list-style-type: none"> <li>• When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident.</li> <li>• Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.</li> <li>• A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team.</li> <li>• The incident may extend into multiple operational periods.</li> <li>• A written IAP may be required for each operational period.</li> </ul>
<b>Type 2</b>	<ul style="list-style-type: none"> <li>• This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods.</li> <li>• A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.</li> <li>• Most or all of the Command and General Staff positions are filled.</li> <li>• A written IAP is required for each operational period.</li> <li>• Many of the functional units are needed and staffed.</li> <li>• Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).</li> <li>• The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.</li> <li>•</li> </ul>
<b>Type 1</b>	<ul style="list-style-type: none"> <li>• This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.</li> <li>• All Command and General Staff positions are activated.</li> </ul>

## State of Oklahoma Emergency Operations Plan (EOP)

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.</li><li>• Branches need to be established.</li><li>• The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.</li><li>• Use of resource advisors at the incident base is recommended.</li><li>• There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.</li></ul> |
|--|---|

## State of Oklahoma Emergency Operations Plan (EOP)

### Warehouse Square Foot Planning Estimates by Incident Type:

#### Planning assumptions

- One triwall/pallet is 40” wide x 49” deep x 45” or 52 “ high
- One triwall/pallet occupies approximately 16 square feet (four feet by four feet) of floor space.
- One triwall/pallet with 8 foot aisle equals 32 square feet
- One triwall/pallet with 10 foot aisle (preferred) equals 36 square feet
- Minimum of 4,500 square feet storage space required to manage 15 triwalls/pallets.
- At least 900 square feet required for each additional 15 triwalls/pallets in a warehouse with ample room to accommodate aisle space (recommended configuration).

At least 320 square feet required if warehouse does not have space to store triwalls/pallets separately. Triwalls/pallets will be aligned side-by-side with no aisle space in between. Eliminating aisles conserves space but significantly limits the ability to access triwalls/pallets not located on the aisles and is not preferred (condensed configuration).

### Warehouse Square Footage Estimates Based Upon Number of Triwalls/Pallets Received:

Incident Type	3	3	3	2	2	1	1
No. of triwalls / pallets	15	30	45	75	150	225	300
Square feet recommended	4,500	5,400	6,300	8,100	12,600	17,100	21,600
Square Feet (condensed warehouse)	2,900	3,220	3,540	4,180	5,780	7,380	8,980

### Warehouse Space Planning Estimates:

Function	Space (square feet) for recommended configuration	Space (square feet) for condensed configuration
Pallet/triwall storage	1,620	1,620
Receiving and shipping	1,230	930
Empty pallet storage	220	120
Charging area for forklifts	230	230

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Office	775	-
Secured storage	70	-
Refrigerated storage	20	-
Breakroom	235	-
Personal facilities	100	-
<b>Total</b>	<b>4,500</b>	<b>2,900</b>

**Supplies and Equipment to Support Warehouse Activities by Incident Type:**

Supplies and Equipment	Type 3	Type 2	Type 1
	Small to Medium Incident < 90 pallets	Large Incident 90 - 180 pallets	Very Large Incident > 180 pallets
Forklifts with fuel and repair <ul style="list-style-type: none"> <li>• 3,000 to 5,000 pound capacity smooth tire forklifts</li> <li>• Arms at least 36 inches in length</li> <li>• Electricity (8-12 hours operation per battery) or propane (8-12 hours operation per tank of fuel) for inside units; fresh batteries or battery re-charging stations (220V).</li> <li>• Gasoline or diesel for forklifts used outside</li> </ul>	1	2	3 or 4
Electric Pallet jacks <ul style="list-style-type: none"> <li>• 3,000 to 5,000 pound capacity</li> <li>• Electricity (8-12 hours operation per battery) fresh batteries or battery re-charging stations (220V).</li> </ul>	2	4	6
Refrigerator (cubic foot requirement)		1	1

### State of Oklahoma Emergency Operations Plan (EOP)

known when the decision to vaccinate is made.)			
Empty pallets (40 inch by 48 inch plastic or oak); Continuous supply by contract.	20	35	50
Stretch wrap with manual wrap device	4 rolls	6 rolls	10 rolls
Strapping/banding material	1 banding machine with supplies	1 banding machine with supplies	2 banding machines with supplies

Box and wire cutters	1 set per team member	1 set per team member	1 set per team member
Tool box with assortment of hand tools (hammers, wrenches, tape measure and pliers)	1	1	1
Empty boxes, packing material and tape	30	60	90
Blank labels	200	400	600
<p>Safety Items</p> <p>The Supply Unit Leader may want a safety supply vendor to outfit warehouse team members with safety shoes and provide all safety items listed below.</p>			
Cotton gloves with rubber grips for each worker	1 pair per worker	1 pair per worker	1 pair per worker
Leather gloves	1 pair per worker	1 pair per worker	1 pair per worker
Hard hats	1 per worker	1 per worker	1 per worker
Steel toed shoes	1 per worker	1 per worker	1 per worker
Reflective vests	1 per worker	1 per worker	1 per worker
Flash lights	1 per worker	1 per worker	1 per worker
First Aid Kit	1 per storage site	1 per storage site	1 per storage site
Fire Extinguishers	# to be determined by state code	# to be determined by state code	# to be determined by state code
Portable lighting	1 set	1 set	1 set
Traffic cones	12	12	12

## State of Oklahoma Emergency Operations Plan (EOP)

### Warehouse Staffing Estimates by Incident Type:

Incident type	Type 3 Small to Medium Incident < 60 pallets	Type 2 Large Incident 60 - 180 pallets	Type 1 Very Large Incident > 180 pallets
Supply Unit Leader (Warehouse manager)*	1	1	1
Ordering Manager	1	1	1
Inventory Manager**	1	1	1
Asst. Inventory Manager	1	1	1
Receipt, storage, issue Manager	1	1	1
Warehouse Team Members	3 – 6 (day shift only)	6 - 9 (day shift only)	9- 18 (day shift only)
		9 – 12 (with night shift)	18 - 24 (with night shift)
Total Staff	6 - 10	10 – 13 (day shift only)	14 – 23 (day shift only)
		13 – 16 (with night shift)	23 – 29 (with night shift)

\* Supply Unit Leader manages the warehouse

\*\* In Type 3 incidents, one person may function as both the ordering manager and inventory manager.

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**Attachment 4**

***Damaging Animal Diseases in Priority Order***

	Agroterror agent	Animal industries affected	Public health threat?
1	Highly pathogenic avian influenza (HPAI)	Poultry	Yes, may be lethal
2	Foot-and-Mouth disease	Cattle, swine, sheep, and other cloven hoofed livestock	No
3	Rift Valley Fever	Cattle, sheep	Yes, may be lethal
4	Exotic Newcastle disease	Poultry	Yes, minor effects
5	Nipah and Hendra viruses	Swine (Nipah), horses (Hendra)	Yes, may be lethal
6	Classical swine fever	Swine	No
7	African swine fever	Swine	No
8	Bovine spongiform encephalopathy agent	Cattle	Suspected
9	Rinderpest	Cattle, sheep	No
10	Japanese encephalitis	Swine, equine	Yes, may be lethal
11	African horse sickness	Equine	No
12	Venezuelan equine encephalitis	Equine	Yes, may be lethal
13	Contagious bovine pleuropneumonia	Cattle	No
14	Ehrlichia ruminantium (Heartwater)	Cattle, sheep, goats	No
15	Eastern equine encephalitis	Equine	Yes, may be lethal
16	Coxiella burnetii	Cattle, sheep, goats	Yes, may be lethal
17	Akabane	Cattle, sheep, goats	No

# State of Oklahoma Emergency Operations Plan (EOP)

## Attachment 5

### Abbreviations

3D	depopulation, disposal, decontamination
9/11	September 11, 2001
A/V	audio/visual
AAR/IP	after Action Report/Improvement Plan
APHI	Animal and Plant Health Inspection Service
AVIC	Area Veterinarian in Charge
CDC	Centers for Disease Control and Prevention
COTR	contracting officer's technical representative
CSF	Classical Swine Fever
DHS	Department of Homeland Security
DMT	deployment management team
EEGs	exercise evaluation guides
EMA	Emergency Management Agency
EMRS	emergency management response system
END	Exotic Newcastle Disease
EOC	emergency operations center
FADD	foreign animal disease diagnostician
FEMA	Federal Emergency Management Agency
FMD	foot and mouth
HPAI	Highly Pathogenic Avian Influenza
HSEEP	Department of Homeland Security's Exercise and Evaluation Program
HSPD-9	Homeland Security Presidential Directive 9
IC	incident command
ICP	incident command posts
ICS	incident command system
MESL	Master Events Scenario List
MHE	material handling equipment
MLT	mobile logistics team

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MPC	Mid Planning Conference
NIMS	National Incident Management System
NRF	National Response Framework
NRP	National Response Plan
NVS	National Veterinary Stockpile
PAPR	Powered Air-Purifying Respirators
PPE	personal protective equipment
Q&As	questions and answers
RSS	receive, store, stage
RVF	Rift Valley Fever
SITMAN	situation manual
SNA	Strategic National Stockpile
SNS	Strategic National Stockpile
SOW	statement of work
TCL	Target Capabilities List
USDA	United States Department of Agriculture
UTL	Universal Task List

# State of Oklahoma Emergency Operations Plan (EOP)

## ESF #12 ENERGY ANNEX

STATE COORDINATING AGENCY: Corporation Commission

SUPPORT AGENCIES: American Red Cross  
Department of Emergency Management  
Department of Environmental Quality  
Department of Health  
Department of Human Services  
Department of Public Safety  
Department of Transportation  
LP Gas Administration  
Oklahoma Military Department  
Oklahoma Office of Homeland Security  
Oklahoma State Bureau of Investigation  
Oklahoma Water Resources Board

SUPPORT GROUPS: Oklahoma Association of Electric Cooperatives  
Oklahoma Telephone Association  
Municipal Electric Systems of Oklahoma  
Regulated Investor-owned Utilities

### I. PURPOSE.

This annex establishes responsibilities for restoring state energy systems during and after an emergency or a disaster. A sudden and catastrophic event may sever major energy lifelines to the effected area and most likely affect adjacent areas. Key to responding to the event will be the gathering of intelligence to determine the extent of the damage, and then to coordinate available resources and mutual aid agreements. Federal assistance includes technical advice and support in all aspects of energy including production, refining, transportation, generating, transmitting, conserving, building and maintaining energy systems and system components.

### II. CONCEPT OF OPERATIONS.

#### A. General.

The Corporation Commission is the State coordinating agency for this ESF and will also be the state coordinating agency with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #12 Energy. However, due to the many different aspects, sources and statewide needs of various types of energy there are shared responsibilities necessary to insure the public needs are meet. During emergency incidents involving Liquefied Petroleum Gas (also known as Propane), the LP Gas Administration will become the lead agency.

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### B. Phases of Management.

#### 1. Mitigation.

- a. Develop/review and update emergency energy plans and procedures.
- b. Maintain/update energy transportation pipeline maps as appropriate.
- c. Establish and maintain directory of energy supplier's emergency liaison personnel.
- d. Maintain restoration of service plans for regulated electric, natural gas, telephone (landline and wireless), and water.

#### 2. Preparedness.

- a. Organize and train personnel into emergency response teams to move and work at the State Emergency Operations Center and incident locations.
- b. Train personnel designated to report to incident locations in emergency procedures.
- c. Participate in state and local emergency preparedness exercises.
- d. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

#### 3. Response.

- a. Establish contact with disaster scene and have designated personnel report to the State EOC and incident location.
- b. Survey disaster area and evaluate the situation and submit report (SITREP) to State EOC in terms of damage to immediate and long-term energy needs.
- c. Coordinate private and public utility companies to determine if repair efforts will be adequate or if additional assistance from state or federal resources will be required for damaged facilities.
- d. Initiate necessary actions to request any state or federal assistance if required.
- e. Submit SITREPS to State EOC as requested/required.

#### 4. Recovery.

## State of Oklahoma Emergency Operations Plan (EOP)

- a. Coordinate public, private and volunteer activities for the repairs to area utility activities.
- b. Determine long term energy requirements for the affected area and initiate long-term recovery plan.
- c. Participate in compiling after-action reports and critiques.
- d. Make necessary changes and improvements to emergency operations plans.

### III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

#### A. General.

For planning, this annex incorporates the assets of all agencies and activities that would normally have the capability to assist in the mitigation, preparedness, response, and recovery of energy related emergency operational functions.

#### B. Organization.

State agency heads with primary or secondary emergency functions will organize, assign, train, and exercise the key personnel in their respective agencies to effectively conduct emergency operations that are associated with energy and public utilities.

#### C. Assignment of Responsibilities.

1. The Oklahoma Corporation Commission (OCC) will have the primary responsibility (except for those incidents involving LP Gas and Propane) to:

(a) Upon request, provide an agency representative (agency coordination officer) to the State EOC, who will assess and coordinate the repair of damaged utilities and the redistribution of energy assets.

(b) Request unaffected telephone, gas, and electric companies to provide emergency repair crews and equipment to assist affected utility companies in restoring service as quickly as possible.

(c) Keep a record of reports on damaged utilities, requests for damage repair assistance, repairs completed, and any other events or activities deemed necessary for the record. Document the incidents with photographs, video's, and the Global Positioning System when possible. Copies of the reports will be provided to the State EOC.

(d) Additional responsibilities include safety inspections of rail crossings, investigation of derailments of trains carrying hazardous materials, pipeline safety for natural gas as well as hazardous materials, providing technical assistance and

## State of Oklahoma Emergency Operations Plan (EOP)

inspections of petroleum pollution; safety inspections of above and underground fuel storage tanks.

(e) A series of organizational assignments with the regulated utilities for electric, natural gas and local exchange carriers (telephone) have been developed for reports of damage assessments. The agency coordinator will contact area utility companies for damage reports. If additional assistance is required by the utilities, the coordinator will work through the supporting groups for additional information and requirements.

Each type of utility will review their damaged areas and determine if outside resources are necessary.

(1) Electric Utilities. Fall into three major categories: generation, transmission and distribution. The OCC regulates a limited number of electric utility distribution systems carrying electricity to its consumers. Municipal electric systems are not regulated by OCC.

(a.) Electric distribution systems fall into three categories: municipal, cooperative and investor-owned. Each category has established its own mutual aid assistance program for service restoration.

(b.) Currently 64 cities offer retail electric utility services in Oklahoma. The support group is the Municipal Electric Systems of Oklahoma (MESO), located in Oklahoma City, **(405) 528-7564** or **(800) 636-6376**.

(c.) Mutual aid assistance for electric utility cooperatives is arranged through the Oklahoma Association of Electric Cooperatives (OAEC), **(405) 478-1455**.

(d.) Investor-owned electric utilities have developed their own mutual aid assistance agreements with other regional investor-owned electric utilities.

(2) Local exchange carriers. Mutual aid assistance with the Oklahoma Telephone Association (OTA), Phone **(405) 840-1800**, Fax **(405) 840-2377**.

(3) Natural gas companies. Have own mutual aid agreements and may provide assistance to municipal-owned gas systems.

(4) LP Gas. Emergency incidents shall be directed to the Liquefied Petroleum Gas Board, **(405) 521-2458**.

2. The Department of Emergency Management will operate the State EOC, coordinate and manage communications capabilities within the State EOC, and provide other

## State of Oklahoma Emergency Operations Plan (EOP)

assistance as requested.

3. The Department of Environmental Quality (DEQ) has primary responsibility to provide guidance and support to the response and recovery from hazardous material incidents (except as provided by the OCC) in accordance with state and federal regulations.

4. In the event of emergency incidents involving LP Gas (known as Propane), the **LP Gas Administration will become the lead agency** for this annex and will perform those responsibilities. In addition, the LP Gas Administration will assist with rerouting and redistribution of LP gas resources as required.

5. The Oklahoma Military Department, when requested, has a secondary mission to utilize its forces to assist the ODOT to make emergency repairs to roads, bridges, public buildings or other public facilities in disaster areas, which are essential to the health, safety and welfare of the public and the transportation of energy related materials.

6. The Water Resources Board will gather information on damage to dams and associated power generation plants throughout the affected area. The Board will also gather information on damage to structures that are within the regulatory floodplains in the affected areas.

7. Department of Health will provide damage assessment assistance to state, county, and local jurisdictions with respect to health care facilities and their energy needs.

8. Department of Human Services will provide support as necessary to ARC, and other voluntary organizations for immediate needs of victims (i.e., those on life support systems) and continue long-term support of victims during recovery efforts.

9. Department of Public Safety will provide support as required.

10. Department of Transportation will provide support as required.

11. Oklahoma Office of Homeland Security will provide support as required.

12. Oklahoma State Bureau of Investigation will provide support as requested.

13. American Red Cross will provide support as necessary to victims during response and recovery phases.

14. Advisory Groups: The following groups will provide advice and counsel within their areas of expertise as requested.

- a. Secretary of Energy
- b. Grand River Dam Authority

## State of Oklahoma Emergency Operations Plan (EOP)

- c. Committee on Alternative Fuels Technician Examiners
- d. Energy Council
- e. Geological Survey
- f. Oklahoma Energy Resources Board
- g. Interstate Oil and Gas Compact Committee
- h. Commission on Marginally Producing Oil and Gas Wells
- i. Commission on Natural Gas Policy
- j. Liquefied Petroleum Gas Board
- k. Southern States Energy Board and Southern States Energy Compact
- l. Oklahoma Corporation Commission (OCC)

### IV. DIRECTION AND CONTROL.

A. The Appointing Authority for the Oklahoma Corporation Commission (OCC) is responsible for directing the primary activities of the Commission associated with coordinating local, state and federal resources required for redistribution and restoration of utilities and energy supplies, except in situations involving LP Gas and Propane activities. OCC does not have jurisdiction over municipally owned electric utilities; however, it can assist as a liaison between the effected community and the State EOC.

B. The Executive Director of the Department of Environmental Quality will direct all primary activities in connection with hazardous material incident containment and material removal relating to energy.

C. The administrative heads of supporting departments listed in this annex will direct all activities within their respective areas in connection with utility and energy restoration.

### V. CONTINUITY OF GOVERNMENT CONTINUITY OF OPERATIONS.

- A. Lines of succession within each department are in accordance with the SOP's established by each department.
- B. Continuity of operations for each department will be in accordance to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

# State of Oklahoma Emergency Operations Plan (EOP)

## ESF #13

### PUBLIC SAFETY AND SECURITY ANNEX

STATE COORDINATING AGENCY: Department of Public Safety

SUPPORT AGENCIES: Alcoholic Beverage Laws Enforcement Commission  
Chief Medical Examiner  
Department of Agriculture  
Department of Corrections  
Department of Emergency Management  
Department of Wildlife Conservation  
Department of Tourism and Recreation  
Fire Marshal  
Oklahoma Corporation Commission  
Oklahoma Department of Human Services,  
Oklahoma Bureau of Narcotics  
Oklahoma Military Department  
Oklahoma Office of Homeland Security  
Oklahoma State Bureau of Investigation

ASSISTING AGENCIES: Office of the Attorney General  
Office of Inspector General

#### I. PURPOSE.

A. This annex establishes responsibility for public safety and security during periods of natural or man-made emergencies. Responsible agencies will prepare appropriate internal plans and Standard Operating Procedures (SOPs) to cover all phases of emergency management. The Department of Public Safety is the State coordinating agency for this ESF and will also be the state coordinating agency with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #13, Public Safety and Security.

B. The Oklahoma State Bureau of Investigation (OSBI) will be the primary State Coordinating Agency with the Federal Bureau of Investigation (FBI) to coordinate assistance as needed during a terrorist incident.

C. The Oklahoma Office of Homeland Security (OKOHS) is the primary point of contact for homeland security related issues at the state and local levels and has developed State Regional Weapons of Mass Destruction (WMD) and Hazardous Material Response Teams.

D. Each department and agency with responsibilities concerning national, state and/or community infrastructure should identify such infrastructure and take actions to mitigate the results of a possible act of terrorism on those capabilities.

E. Mitigation actions may take the form of arranging for backup services, alternate means of communication, additional facility security, alternate highway routes, protection of

## State of Oklahoma Emergency Operations Plan (EOP)

facilities/stations with barriers/blockades, backup power, safety glass for windows or basic employee awareness of possible threats just to list a few. Understanding the importance of and identifying the locations of critical infrastructure is very important to being prepared to protect or replace them as necessary.

### II. SITUATION AND ASSUMPTIONS.

#### A. Situation.

During periods of emergency there will be an increased demand upon law enforcement and other support agencies to maintain civil order. Actions will be required in order to save lives, protect property, enforce laws, control traffic, and reduce public anxiety.

#### B. Assumptions.

1. The Oklahoma Department of Public Safety will have the primary responsibility for coordination of law enforcement efforts within the boundaries of the State of Oklahoma.

2. Assistance from other state agencies, such as Oklahoma State Bureau of Investigation (OSBI), Oklahoma Bureau of Narcotics (OBN), Department of Wildlife Conservation, Office of the State Attorney General, Alcoholic Beverage Law Enforcement Commission, Department of Agriculture, Oklahoma Tourism and Recreation Department, Department of Corrections, Fire Marshal, Oklahoma Department of Human Services (Office of Inspector General) and Oklahoma Military Department will be made available when requested through proper channels.

3. The Oklahoma Office of Homeland Security will coordinate homeland security efforts for the State of Oklahoma including initiatives to prevent, reduce our vulnerability and prepare to respond and recover from any terrorist attacks.

### III. CONCEPT OF OPERATIONS.

#### A. General.

When emergencies require implementation of this plan, the Chief of the Oklahoma Highway Patrol is responsible for maintenance of law and order, protection of lives and property, and control of traffic and search and rescue operations. He will serve as coordinator for all law enforcement agencies that provide assistance.

#### B. Phase of emergency management.

##### 1. Preparedness.

a. Prepare mutual support agreements with other agencies and service organizations required to respond during times of emergencies.

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b. Evaluate state installations and public utilities and determine which will require protection. Develop security plans accordingly.

c. Develop an alert plan to ensure notification of off duty personnel.

d. Develop and coordinate traffic control plans for emergencies in the state with Director, Department of Emergency Management.

### 2. Response.

a. Send representative to the State Emergency Operations Center.

b. Activate appropriate alert plans.

c. Activate appropriate traffic control, security and search and rescue operations plans.

d. Activate mutual support agreements as required.

### 3. Recovery.

Return to normal operations as dictated by the situation.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

### A. General.

For planning, this annex incorporates the assets of all agencies that would normally have the capability to provide for law enforcement search and rescue, traffic or crowd control and public safety.

### B. Organization.

The organizations responsible for providing law enforcement and related support services for emergency operations are:

1. Department of Public Safety (Oklahoma Highway Patrol).

2. Office of the State Attorney General.

3. Oklahoma State Bureau of Investigation.

4. Alcoholic Beverage Laws Enforcement Commission.

5. Oklahoma Military Department.

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6. Department of Agriculture.
7. Oklahoma Tourism and Recreation Department.
8. Wildlife Conservation Commission.
9. Department of Corrections.
10. Fire Marshal.
11. Oklahoma Bureau of Narcotics.
12. Oklahoma Department of Human Services, Office of Inspector General.
13. Chief Medical Examiner.
14. Department of Emergency Management.
15. Oklahoma Office of Homeland Security.

### **C. Assignment of Responsibilities.**

#### **1. Department of Public Safety (OHP).**

- a. Exercise coordination and/or supervision of all traffic control, search and rescue operations, security operations, riot control operations and other law enforcement requirements within the limits of Oklahoma.
- b. Prepare law enforcement plans such as traffic control, crowd control, and area and installation security.
- c. Designate key personnel to operate from the State Emergency Operations Center.
- d. Prepare mutual support agreements with other agencies or departments who may render or request assistance.
- e. Maintain SOP's to ensure immediate response.
- f. Provide for the security of the capitol complex, including the EOC.

#### **2. State Attorney General.**

- a. Provide a legal representative to the State Emergency Operations Center

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as requested.

b. Provide legal advice to the Governor and/or Department of Emergency Management Staff on the legality or interpretation of laws and regulations relative to disaster remedial or relief actions taken or to be taken.

### **3. Oklahoma State Bureau of Investigation.**

a. Plan for support missions to include assistance to the Department of Public Safety (OHP), Office of the Chief Medical Examiner and other agencies requiring law enforcement assistance.

b. Provide for a representative to operate from the State Emergency Operations Center as required.

c. Maintain a current SOP for use during emergency operations.

d. Submit reports as required by the Director, Department of Emergency Management, Department of Public Safety or own local SOP's.

e. Act as primary coordinating agency with the FBI for terrorist incidents.

f. Provide Forensic Laboratory services/supplies as needed.

g. Provide fingerprint or other identification services of unidentified (deceased) disaster victims and/or displaced victims to be housed to ensure their safety and security from fugitives or registered sex offenders among the group in violation of state or federal laws.

h. Provide communications linkages with the FBI and other states to share biometric information for rapid scene identification of victims.

### **4. Alcoholic Beverage Laws Enforcement Commission.**

a. Plan for support missions to include assistance to the Department of Public Safety (OHP), Office of the Chief Medical Examiner and other agencies requiring law enforcement assistance.

b. Provide for a representative to operate from the State Emergency Operations Center as required.

c. Maintain a current SOP for use during emergency operations.

d. Submit reports as required by the Director, Department of Emergency Management.

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### **5. Oklahoma Military Department.**

- a. Provide personnel and equipment as required to support traffic control, casualty assessment, search and rescue and communications operations.
- b. Maintain SOP's for use during emergency operations.
- c. Provide military liaison personnel to operate from the State Emergency Operations Center.
- d. The 63<sup>rd</sup> WMD Civil Support Team, available through the Military Department, is capable of detecting and identifying most biological, chemical and nuclear agents.
- e. The OKNG will retain an NGRF (National Guard Reaction Force), consisting of a Quick Reaction Force (QRF) which will on orders, Alert, Assemble, and Deploy within 4 hours and a Follow on Force (FOF), which will on orders, Alert, Assemble, and Deploy within 24 hours in order to prevent or respond to natural disasters, terrorist attacks or incidents in support of civil authorities within the borders of Oklahoma and/or the United States.
- f. Submit reports as required by the Director, Department of Emergency Management, Department of Public Safety and own local SOP's.

### **6. Department of Agriculture.**

- a. Coordinate with Chief, Oklahoma Highway Patrol in providing personnel and equipment for search and rescue operations.
- b. Designate a representative to function in the State Emergency Operations Center as required.
- c. Submit reports as required by Director, Department of Emergency Management, Department of Public Safety and own local SOP's.

### **7. Oklahoma Tourism and Recreation Department.**

- a. Plan for assisting in the protection and security of personnel and property, law enforcement and traffic and crowd control.
- b. Plan for search and rescue operations in coordination with other law enforcement agencies.
- c. Provide a representative to operate in the State Emergency Operations Center.

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d. Maintain current SOP to be used in emergency operations.

e. Submit reports as required by Director, Department of Emergency Management, Department of Public Safety and own local SOP's.

### 8. Wildlife Conservation Commission.

a. Provide personnel and equipment in support of law enforcement efforts for the security of personnel and property, installation security and search and rescue operations.

b. Designate one representative to operate from the State Emergency Operations Center.

c. Maintain current SOP to be used in emergency operations.

d. Submit reports as required by Director, Department of Emergency Management, Department of Public Safety and Oklahoma Department of Wildlife Conservation SOP.

### 9. Department of Corrections

a. Has the primary responsibility for incidents occurring at correctional facilities.

b. Develop, test, and implement SOPs for riots, escapes, and other incidents that may affect institutional security.

c. Designate one representative to operate from the State Emergency Operations Center.

d. Maintain current SOP to be used in emergency operations.

e. Submit reports as required by Director, Department of Emergency Management, Department of Public Safety, and own SOPs.

### 10. Fire Marshal.

Provide support as required.

### 11. Oklahoma Bureau of Narcotics.

a. Plan for support mission to include assistance to the Department of Public Safety/OHP, Office of the Chief Medical Examiner and other agencies requiring law

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enforcement assistance. Agents certified or trained in the following areas:

- Rappelling techniques (building and aircraft); certified Rappel Masters
- Open-water diving (SCUBA)
- Night vision equipment
- Thermography techniques
- Zodiac boats, boat mechanics, river navigation
- Explosive entry, certified explosives handlers
- First aid, First Responder, CPR
- GPS (Global Positioning Systems)
- Land navigation
- Extensive knowledge of rural Oklahoma

b. Provide a representative to operate from the State Emergency Operations Center as required.

c. Maintain a current SOP for use during emergency operations.

d. Submit reports as required by the Director, Department of Emergency Management, Chief of Oklahoma Highway Patrol or own local SOP's.

### 12. Department of Human Services, Office of Inspector General (DHS OIG).

a. Provide personnel and equipment for general law enforcement missions to protect and secure personnel and/or property, provide installation security, traffic and crowd control, or assist in search and rescue operations. Specific agents are expert in forensic computer examination, spoken Spanish, audio/video surveillance operations, and fraud investigation.

b. Provide a representative to operate from the State Emergency Operations Center as required.

c. Maintain a current SOP to be used in emergency operations.

d. Submit reports as required by the Director, Department of Emergency Management (OEM), Department of Public Safety, and own local SOPs.

e. Provide a supplemental security force for the EOC, OEM personnel, and conduct mission specific assignments for OEM and DPS as required.

### 13. Chief Medical Examiner.

Provide support as required.

### 14. Oklahoma Department of Emergency Management.

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Manage the State Emergency Operations Center.

15. Oklahoma Office of Homeland Security.

Provide support as required.

16. Oklahoma Corporation Commission.

a. Provide oil field inspectors to disasters relating to fossil fuels and determine types of assistance to resolve the problems.

b. Maintain communications with telecommunications, electric and natural gas providers when there is a loss of service. This is especially important for safety and security issues, when communications is lost during natural or man-made disasters.

c. The agency can provide its own security from its CLEET certified enforcement officers that are authorized to carry side arms in the performance of their duties for the agency.

d. The agency will provide inspectors to ascertain damages to petroleum storage tanks and their repair.

e. Key agency personnel shall contact and remain in contact with the State Emergency Operations Center during initial disasters and restoration of service by the regulated service providers.

### V. DIRECTION AND CONTROL.

Centralized direction and control of all field operations dealing with public safety, law enforcement, traffic and mob control and search and rescue operations will remain with the Chief, Oklahoma Highway Patrol. Standing Operating Procedures and channels of communications during emergency operations will insure continuity of operations from the field to State Emergency Operations Center.

### VI. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS.

A. The Department of Public Safety in coordination with all law enforcement agencies and law enforcement support agencies identified in Paragraph IV B, above will develop succession of leadership plans in support of emergency operations.

B. Continuity of Operations for each department will be in accordance with Continuity of Operations Plan (COOP) developed and published by each department.

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## ESF #14

### LONG TERM COMMUNITY RECOVERY AND MITIGATION ANNEX

STATE COORDINATING AGENCY: Oklahoma Department of Emergency Management

SUPPORT AGENCIES:

- Governor's Office
- American Red Cross
- Corporation Commission
- Department of Agriculture
- Department of Central Services
- Department of Commerce
- Department of Education
- Department of Environmental Quality
- Department of Human Services
- Department of Mental Health and Substance Abuse Services
- Department of Tourism & Recreation
- Department of Transportation
- Fire Marshal
- Department of Health
- Insurance Commission
- Oklahoma Employment Security Commission
- Oklahoma Office of Homeland Security
- The Salvation Army
- Water Resources Board
- State Planning Districts
- OKVOAD

#### I. INTRODUCTION.

A. This ESF is structured in two parts - Assistance Programs and Recovery and Reconstruction.

B. Purpose.

1. To provide for the delivery of state and federal recovery assistance to victims in areas of the state affected by a disaster.

2. To assist local communities with the development of long-range recovery and redevelopment plans following a disaster.

C. Scope.

The primary focus of this ESF is:

1. The establishment and location of Disaster Recovery Centers (DRCs).

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2. The collocation of all state agencies with roles in delivering disaster assistance or assisting victims with disaster assistance problems at a single site.
3. The collocation of all federal agencies with roles in delivering disaster assistance or assisting victims with disaster assistance problems at a single site jointly with state relief agencies.
4. The provision of assistance to state and local agencies for compiling damage and expense reports for submission to FEMA for reimbursement under the public assistance provisions of PL 93-288.
5. The declaration of a state of emergency by the Governor. All information relative to this subject is contained in a separate document on file at the State EOC.
6. The request by the Governor to the President of the United States for an Emergency or a Major Disaster declaration as defined by PL 93-288.
7. The assessment of long-term economic impact of the disaster on the economy of the disaster area(s), and the subsequent development of plans for the restoration of the economic infrastructure therein.

### **II. POLICIES.**

The Oklahoma Department of Emergency Management (OEM), acting under the authority of the Governor, will do everything in its power to insure rapid delivery of disaster assistance programs to the victims in impacted areas.

### **III. SITUATION AND ASSUMPTIONS.**

#### **A. Situation.**

1. Many disasters have the potential to create extensive damage, both in terms of physical structures and bodily injuries and in terms of the economic impact on the affected area.
2. The state must follow specific guidelines for requesting federal assistance in the aftermath of a major disaster. These guidelines are spelled out in PL 93-288, and various FEMA administrative regulations. Recovery operations generally fall into one of three broad categories: Public Assistance, Individual Assistance and Mitigation. The specifics of these programs are contained in the State Strategic Natural Hazard Mitigation Plan and separate Administrative Plans on file at the State EOC.
3. State and federal assistance programs are available to assist individual victims, businesses, and state and local governments and certain private non-profit organizations in dealing with the financial ramifications associated with major disasters.

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4. In many communities across the state even a small tornado can create sufficient damage to preclude any possibility of economic recovery without assistance from outside sources. Even large urban communities will have trouble managing the potential economic effects of a major disaster.

5. The State of Oklahoma has several agencies that have expertise in locating grants and low-interest loans. Additionally, several agencies have the ability and/or expertise to assist local communities in developing budgetary strategies that can alleviate some of the negative consequences of many disasters.

### **B. Assumptions.**

1. There will continue to be small, non-Presidentially declared disasters that will create an economic hardship on the local communities affected.

2. Grants and low interest loans will be available to assist local communities with recovery and reconstruction issues following a disaster in Oklahoma.

3. The State of Oklahoma Public Assistance Program will, in some cases, provide funds to help local jurisdictions when damages are not severe or wide spread enough to warrant a Presidential declaration.

## **IV. CONCEPT OF OPERATIONS.**

### **A. Assistance Programs.**

1. Following a disaster, many victims will require assistance in addition to or in lieu of the assistance provided by their insurance carriers. The Federal government, and to a lesser extent the State government, has a wide variety of assistance programs to assist individual victims of the disaster, as well as the various public and private entities that responded to or suffered damage as a result of the disaster.

2. OEM, as a result of its damage assessment activities and consultation with other agencies, will make a determination as to whether a particular event is severe or wide spread enough to warrant requesting a State Emergency Declaration or the declaration of a major disaster from the President of the United States. These findings will be passed to the Governor, who in turn submits a request through the FEMA regional office to the President for the declaration. The Governor must certify that the event exceeds the capabilities of the State to respond and assistance is needed. That assistance must be clearly defined.

3. The President appoints the Federal Coordinating Officer (FCO) for Federal coordination with the State of Oklahoma. The OEM Director is designated by the Governor as the Governor's Authorized Representative (GAR). The Governor also appoints a State Coordinating Officer (SCO). Together, the FCO and the SCO share the responsibility for coordinating the State/Federal response to the disaster. All requests for federal assistance are channeled through the FCO to the appropriate ESF as provided in the National Response

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Framework.

4. FEMA will deploy a group of representatives from the activated ESFs to the designated Joint Field Office (JFO). The JFO is the coordination point for the federal response. The JFO may be relocated if necessary to a point closer to the disaster site at the discretion of the FCO and SCO. The JFO remains active until such time as it is no longer needed.

5. The FCO and SCO will coordinate the locations for the establishment of Disaster Recovery Centers (DRCs). These facilities provide a central location where disaster victims can obtain assistance as it pertains to their particular situation. The DRC provides a single location from which all state, federal, and private sector relief agencies to provide information and assistance to victims. DRCs are strategically located throughout the affected area to insure that all victims can be reached. The DRC will remain active for as long as necessary following a disaster (as determined by the FCO and SCO).

### 6. Organization and Responsibilities.

#### a. Oklahoma Department of Emergency Management.

(1) Compile damage assessment information and provide recommendations to the Governor concerning requests for federal assistance.

(2) Locate potential sites for DRCs in areas affected by the disaster in cooperation with local jurisdictions.

(3) Manage the Individual and Public Assistance functions associated with PL 93-288.

(4) Coordinate damage assessment activities at the federal, state and local levels.

(5) Arrange for use of buildings, facilities, equipment and supplies for DRCs and JFOs, and other needed sites during disaster recovery operations.

(6) Work with OKVOAD to coordinate the establishment of Long Term Recovery Committees.

(7) Compile financial records associated with the State government response to the disaster for use in Federal reimbursement programs.

#### b. Governor's Office.

(1) Submit request to the President of the United States (through the FEMA Regional Administrator) for the declaration of a major disaster, as

## State of Oklahoma Emergency Operations Plan (EOP)

defined by PL 93-288.

(2) Appoint the Governor's Authorized Representative (GAR) and a State Coordinating Officer (SCO) for coordinating state and federal disaster assistance programs.

c. Department of Human Services.

(1) Administer and manage the USDA Emergency Food Stamp Program.

(2) Assist with Human Services Recovery Programs as needed.

d. Oklahoma Employment Security Commission.

(1) Manage the U.S. Department of Labor Emergency Unemployment Benefits program.

(2) Administer the State Unemployment Compensation programs.

e. Insurance Commission. Monitor the performance of insurance carriers licensed to operate in the state.

f. Department of Commerce. Administer the State's Consumer Protection programs.

g. Fire Marshal. Provide technical assistance to state and local governments concerning mitigation strategies with respect to building codes, etc.

h. Department of Agriculture. Provide damage assessment assistance to owners of rural properties within the state. Provide such other assistance to local governments in dealing with problems generated by the disaster.

i. Department of Transportation.

(1) Provide damage assessment for state highways and bridges, and assist local jurisdictions with damage assessment activities related to local roads and bridges.

(2) Provide inspectors to work with FEMA and local jurisdictions on Preliminary Damage Assessments and the writing of Project Worksheets.

(3) Provide funds to meet a portion of the State share of local jurisdiction's projects in Categories "A" and "C" identified in the community briefings.

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j. Department of Education.

(1) Provide damage assessment for state educational facilities, and provide damage assessment assistance to local jurisdictions with regard to public school facilities.

(2) Manage disaster assistance programs for educational facilities as administered by the U.S. Department of Education.

k. Department of Central Services. Provide damage assessment assistance regarding state-owned buildings, facilities, and other assets.

l. Department of Environmental Quality - Division of Water Pollution Control.

(1) Provide damage assessment assistance to local jurisdictions with respect to wastewater treatment facilities.

(2) Provide damage assessment assistance to local jurisdictions with respect to potable water delivery systems (i.e., tanks, reservoirs, pipes, etc.).

(3) Provide damage assessment assistance to local jurisdictions with respect to sanitary landfills and other solid waste disposal mechanisms.

m. Department of Health. Provide damage assessment assistance to state health care facilities. Provide damage assessment assistance to local jurisdictions with respect to local health care facilities.

n. Association of Electric Cooperatives and Oklahoma Rural Water Association. Assist with damage assessment information collection concerning local utility systems.

o. Water Resources Board. Provide technical advice on dams and water sheds. Conduct damage assessment of dams, dikes and other water control facilities. Provide technical assistance to local floodplain officials regarding reconstruction efforts for damaged structures in the regulatory floodplain. OWRB will also assist the FEMA and OEM personnel as needed regarding response and recovery efforts relating to mitigation opportunities.

p. Department of Mental Health and Substance Abuse Services. Develop and submit applications for immediate services and regular services crisis counseling grants and other applicable grants as appropriate and as needed; operate/over-see crisis counseling programs; coordinate mental health, substance abuse, and domestic violence services to victims of the disaster, first responders, and others as needed; provide consultation and support to the Governor's office,

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Department of Emergency Management, and other agencies as needed regarding necessary mental health, substance abuse, and domestic violence services after a disaster; develop, coordinate and/or provide relevant training curriculum to persons providing services to disaster victims, first responders, and others.

q. OKVOAD. Provide disaster assistance services to disaster victims and relief workers.

r. Oklahoma Office of Homeland Security. Provide assistance as required.

### B. Recovery and Reconstruction.

1. In the aftermath of a disaster affecting an Oklahoma community, the local county and/or municipal chief elected official (CEO) is responsible for making a determination as to how that event will affect the jurisdiction's economy. Local CEOs can be assisted by various state agencies.

2. Local communities will develop a plan of action relative to economic impacts.

3. Local communities should appoint a task force to oversee the implementation of the recovery plan of action.

4. Assistance may be secured from any number of State or Federal sources, including Community Development Block Grants (CDBG) or other economic development grants/loans.

#### 5. Organization and Responsibilities.

a. Oklahoma Department of Emergency Management.

(1) Responsible for appointing a State Hazard Mitigation Officer.

(2) Responsible for coordinating the development and implementation of the State Strategic Natural Hazard Mitigation Plan.

b. Governor's Office.

Responsible for providing leadership and political support in implementing the recommendations of the State Hazard Mitigation Team.

c. Department of Commerce.

(1) Responsible for administering the CDBG program and other grant/loan programs.

(2) Responsible for developing economic projections for disaster-

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affected communities.

(3) Responsible for providing assistance to local communities with redevelopment issues.

d. Oklahoma Water Resources Board.

Responsible for implementing the floodplain management policies associated with the National Flood Insurance Program at the state level.

e. Department of Tourism and Recreation.

(1) Responsible for providing assistance to local communities in redeveloping tourism-based industries.

(2) Responsible for developing products for media outlets concerning the availability of tourist destinations in areas affected by disasters.

f. Sub-State Planning Districts.

(1) Provide assistance to local governments in dealing with problems generated by disaster.

(2) Assist in obtaining and administering CDBG Programs and other loan/grant programs.

### V. ASSISTANCE PROGRAM ACTIVITIES.

#### A. All Tasked Agencies.

1. Develop plans and procedures for coordinating and providing respective disaster assistance activities (i.e., the administration of disaster assistance programs offered through the state or federal government, providing assistance to state or local agencies with respect to damage assessment activities, etc.).

2. Develop policies and procedures for compiling damage assessment information concerning agency-owned/managed facilities.

3. Develop procedures and policies concerning the assignment of personnel to DRCs when requested by OEM.

#### B. Oklahoma Department of Emergency Management.

1. Work with local jurisdictions to pre-identify potential sites for DRCs.

2. Develop State Administrative Plan for Individual and Household Programs and

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Public Assistance.

3. Develop procedures and forms for damage assessment activities (see ESF-5).

4. Develop State Hazard Mitigation Plans. Comprised of two separate plans – State Strategic Natural Hazard Mitigation Plan and the Hazard Mitigation Administrative Plan.

C. Department of Commerce.

Develop procedures and policies for coordinating with local officials the incorporation of mitigation strategies into new construction following a disaster.

### VI. RECONSTRUCTION ACTIVITIES.

A. All Tasked Agencies.

1. Provide liaison to the State Hazard Mitigation Team and attend meetings as appropriate.

2. Collectively work towards the development of a strategy for dealing with the potential effects of disasters upon local communities in Oklahoma.

3. Identify agencies/organizations in the private and public sector that could provide technical or financial assistance to the affected local communities.

4. Develop policies and procedures for responding to the requests for assistance from local governments.

B. Oklahoma Department of Emergency Management.

1. Appoint a State Hazard Mitigation Officer and develop and maintain the Oklahoma State Strategic Natural Hazard Mitigation Plan.

2. Coordinate the development and implementation of the State Hazard Mitigation Team.

3. Assist local communities in the establishment of local recovery and reconstruction task forces.

C. Water Resources Board. Implement the requirements of the National Flood Insurance Program.

### VII. RESPONSE AND RECOVERY ACTIONS.

A. All Tasked Agencies.

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1. Attend briefings, coordinate activities with other participant organizations.
2. Set up work area(s), report needs to the State EOC Manager, and initiate response/recovery activities as dictated by the situation.
3. Maintain logs of activities, messages, etc.
4. Initiate internal notification/recall actions as appropriate.
5. Perform the following actions upon notification that a Disaster Recovery Center is being activated:
  - a. Deploy personnel and equipment necessary to staff DRC as provided in respective agency plans.
  - b. Attend briefings held at DRC concerning disaster assistance activities necessary in affected areas, potential scope of activities, etc.
  - c. Advise DRC Manager of needs in terms of space, equipment, supplies, etc.
  - d. Provide disaster assistance programs through pre-established mechanisms, policies, etc.
  - e. Maintain records concerning disaster assistance offered to victims.
6. Deploy personnel and activate procedures for collecting and processing damage assessment information.
7. Activate procedures for providing technical and regulatory assistance to state and local jurisdictions with respect to damage assessment, hazard mitigation, response, and recovery and reconstruction activities as dictated by disaster situation.

### **B. Oklahoma Department of Emergency Management.**

1. Compile damage assessment and intelligence information and submit to the Governor for declaration consideration.
2. Prepare necessary submission materials for the Governor to sign and forward to FEMA Region VI.
3. Provide individual(s) to act as the GAR and the SCO for coordination with Federal officials.
4. Activate Disaster Recovery Centers as appropriate.

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5. Notify State relief agencies of DRC activation status, location, nature of disaster, etc., and task needed agencies to deploy appropriate personnel.
6. Assist state and local jurisdictions with damage assessment activities (See ESF 5).
7. Compile damage assessment reports, reports of expenditures, and all other documentation necessary for submission of claims to FEMA for reimbursement and coordination of federal disaster assistance programs.
8. Implement the State Administrative Plan for Individual and Household Programs, Public Assistance and the Hazard Mitigation Plan.
9. Provide follow-up on all disaster assistance programs through closure.
10. In coordination with the primary agency, keep Governor advised of status of disaster relief actions and disaster assistance programs.
11. In coordination with the primary agency, provide public information services to news media and government officials throughout the state.

### **C. Governor's Office.**

1. Receive briefings and situation reports from the OEM Director regarding scope of disaster; review preliminary damage assessment intelligence; and make decisions regarding any declarations necessary with respect to the disaster.
2. Submit request to FEMA Region VI for Presidential disaster declaration.
3. Appoint the Governor's Authorized Representative (GAR), and alternate, for coordination of disaster assistance programs.
4. Appoint the State Coordinating Officer, and alternate, to coordinate state response activities with the Federal government.

### **D. OKVOAD.**

1. Activate plans for each organization's individual and family assistance programs.
2. Coordinate disaster assistance programs for individuals and families offered by OKVOAD, and all other non-governmental voluntary and charitable organizations through the DRC(s).

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### **E. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS.**

A. Lines of succession to each department head will be according to the SOPs established by each department with a primary or secondary mission.

B. Continuity of Operations for each department will be according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

# State of Oklahoma Emergency Operations Plan (EOP)

## APPENDIX 1 TO ESF #14 DISASTER RECOVERY CENTERS

### I. PURPOSE.

The purpose of the Disaster Recover Center (DRC) is to provide individual disaster victims one-stop access to disaster assistance as quickly and conveniently as possible.

### II. SITUATION.

In the event of a major disaster declaration, the provisions of PL 93-288, as amended, becomes effective. This authorizes the establishment of DRCs to provide information to disaster victims and receive applications for assistance. A DRC will house all Federal, State, local and private sector disaster agencies.

### III. CONCEPT OF OPERATIONS.

A. After a major disaster declaration has been requested by the Governor and declared by the President, FEMA is responsible for administering and coordinating federal disaster assistance programs in the affected area(s). Federal assistance is designed to supplement the efforts of state and local governments.

B. To provide assistance quickly and conveniently to disaster victims, FEMA may establish DRCs in several locations throughout the affected area(s). The magnitude of the disaster and the number of victims will determine the number of centers to be established.

C. OEM and local State and Local Assistant (SLA) Directors will pre-identify potential DRC sites for use during emergencies affecting the individual counties, taking into account population densities and the specific hazards that might affect the jurisdiction.

### IV. ORGANIZATION AND RESPONSIBILITIES.

#### A. Federal.

1. The Federal Coordinating Officer (FCO) is responsible for the coordination of all federal disaster assistance efforts in the affected areas. The FCO works closely with the State Coordinating Officer (SCO) to ensure effective implementation of assistance programs. The FCO and his staff are usually located in the JFO established to serve as the central management point for all Federal disaster operations in the affected areas(s).

2. The Individual Assistance Officer (IAO) is the principal officer on the FCO's staff for all matters pertaining to individual assistance programs, including the establishment, location, and operation of the DRCs and mobile teams.

3. The Public Assistance Officer (PAO) is the principal officer on the FCO's staff responsible for all matters pertaining to the administration of public assistance to the state

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and local government and nonprofit organizations in the area(s) affected by the disaster.

4. The Mitigation Officer is the principal officer on the FCO's staff responsible for coordinating all mitigation matters relative to the disaster.

5. The DRC Manager is the FEMA representative in the operation of the DRC; appointed by, and working for the IAO.

6. DRC agency representatives may include federal personnel from the following:

a. Department of Housing and Urban Development.

(1) Temporary housing assistance

(2) Mortgage and rental assistance

b. Small Business Administration. Disaster loans for the rebuilding, repair, or refinancing of damaged real and personal property which are not fully covered by private insurance.

c. Farm Service Agency. Financial assistance to farmers who perform emergency conservation measures on farmlands damaged by a natural disaster. The Farm Service Agency also will provide low interest emergency loans to qualifying producers affected by a disaster.

d. Internal Revenue Service. Tax assistance in computing tax credits based on disaster losses.

e. Department of Veteran's Affairs. VA assistance, including VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages.

f. Social Security Administration. Social Security assistance for recipients in expediting delivery of checks delayed by the disaster, and assistance in applying for disability, death, and survivor benefits.

g. Department of Justice. Provide legal services to individuals who are otherwise unable to secure such services.

### B. State.

1. The State Coordinating Officer (SCO) works closely with the FCO to ensure effective implementation of disaster assistance programs.

2. Individual Assistance Officer (IAO) is the principal staff officer for the SCO for all matters pertaining to individual assistance, including the establishment, location, and

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operation of the DRCs.

3. The DRC Assistance Manager is appointed by the IAO to assist the Federal DRC Manager with the state components of the operation.

4. The following state agencies may have representatives at the DRC:

a. Department of Human Services. Distribution of food coupons (USDA programs) to eligible victims. Coordinate services to the elderly.

b. Department of Employment Security. Disaster unemployment assistance and job placement assistance for those who lost jobs due to the disaster.

c. Department of Mental Health and Substance Abuse Services. Referrals to appropriate mental health agencies to relieve mental health problems related to the disaster.

d. Young Lawyer's Conference, Oklahoma. Legal services to low income individuals who are otherwise unable to secure such services.

e. Insurance Commission. Insurance claims counseling to disaster victims requiring such assistance.

f. Department of Commerce. Assistance to disaster victims with problems associated with unfair consumer practices.

5. OEM will arrange for and coordinate, as required, DRC facility space and/or equipment in the event that support requirements exceed local government capabilities.

C. Private Relief Agencies.

American Red Cross/Salvation Army. Provide representatives in the DRC to assist victims and will refer victims to respective service centers or other appropriate facility as dictated by the situation.

### V. SELECTION OF DRC SITES.

Local jurisdictions, in coordination with OEM and FEMA, will assist in the selection of potential DRC sites, subject to the approval of the FCO and SCO. OEM will always assist with this task.

Potential sites should include a large open floor space on a ground floor, should include restrooms, utilities, and sizable parking facilities, and should be handicapped accessible. FEMA will provide signs for the DRC.

The Chief, Recovery and Mitigation Division, OEM, maintains the specific

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requirements that are needed when establishing a DRC.

### **VI. PROCEDURES.**

A. The disaster victim reports to the DRC and is greeted by a receptionist. The receptionist provides the victim with a registration form and insures that the form is understood by the victim.

B. The victim is then directed to a registrar and interviewed using the registration form. Once the registrar determines the victim's problems and needs, the victim will be directed to the appropriate assistance provider(s).

C. Once the victim has completed the circuit through the agencies, the victim will receive an exit interview to insure that he/she has seen the proper agencies, that he/she is satisfied with the assistance being offered, and that he/she understands the next steps to take.

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## ESF #15 EXTERNAL AFFAIRS ANNEX

STATE COORDINATING AGENCY: Department of Emergency Management

SUPPORT AGENCIES: All state Agencies, Boards, Commissions and Voluntary organizations.

### I. PURPOSE

A. The purpose of this annex is to provide and maintain operational consistency throughout the regions of the State of Oklahoma in the area of emergency information, legislative and congressional affairs and community relations. With one shared philosophy and mission, Public Information Officers (PIO's) for State, County and Municipal entities will be able to provide information to our citizens in a responsive, well-managed manner during emergencies and disasters.

B. For the purpose of this annex, PIO's will represent their own agency and speak about their agency's involvement in response and recovery operations in an event driven environment. The Governor's Press Secretary, through the Joint Information System (JIS), using the Oklahoma Department of Emergency Management (OEM) PIO as the central point of contact for the JIS, shall be kept informed about all participating agency news and information releases throughout response and recovery operations.

C. This annex provides for public information, education, and media relations functions incorporating a Joint Information System (JIS) as the information source and Joint Information Center (JIC) operations, either from the State Emergency Operations Center (EOC), at a media center set up at the site of the incident, or a Joint Field Office, as the contact point for information delivery.

D. In addition to the JIS and JIC, information may be provided to or from one or more disaster sites for information, education and media and public education through one or more of the following resources, cable channels and/or satellite uplink operations, special publications, radio feeds, special projects such as teleconferencing, as well as interagency photo and video documentation utilized as shared resources with agencies of government, and the media. The merits of each and/or all of these information gathering and delivery sources will be evaluated, based on need, and procedures to acquire and use each or all sources, used as applicable and necessary.

E. Resource requirements, including staffing, equipment, office supplies, and office facilities required will be tailored to the type and magnitude of each specific disaster and full, or partial activation of this plan will be addressed on a case-by-case basis. JIC logistics, job descriptions and training requirements for each function are outlined in a separate document "State of Oklahoma Joint Information Center Operations Guide". It is recommended that all Public Affairs elements be integrated into the JIS on a daily basis where possible. In the event of an emergency, disaster other entities should be added as the event demands. PIOs for all agencies participating in the disaster should be integrated into a JIC if one is established.

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### II. SITUATION AND ASSUMPTIONS.

#### A. Situation.

During emergencies and disasters the public needs detailed information regarding protective actions which need to be taken to minimize the loss of life and property. Every effort should be made to provide timely, accurate emergency information through both conventional non-conventional news media sources. A community outreach program of public education for responding to, recovering from and mitigating hazards that pose a threat to a community to ensure necessary protective measures should be in place and work as foundation for emergency public information efforts.

#### B. Assumptions.

An effective public information program which combines both education and emergency information will significantly reduce disaster casualties and property damage. It is recognized, however, that people are generally unconcerned about hazards until affected, despite educational programs. Thus, special emphasis must be placed on the effectiveness of the emergency information program at the policy-making level of government.

### III. CONCEPT OF OPERATIONS.

A. During statewide emergency operations, OEM has the primary responsibility for providing emergency public information and general situation information. To accomplish this responsibility, the Director of the OEM will appoint or designate a State Emergency Information Officer. It is his/her responsibility to prepare and release emergency information as provided by the OEM Director and/or the Governor.

B. The state emergency information officer will prepare a broad scope of information for use by the news media. He or she will prepare pertinent information and situation reports with the OEM Director's approval for the Governor, the Emergency Alert System or other news media as appropriate. With close coordination with the Governor's Press Secretary and involved agency PIO's, this group will approve, coordinate, and release all emergency information from state agencies and serve as the focal point for all inquiries by the media.

C. It is the State Emergency Information Officer's responsibility to provide the public, via the news media, accurate and timely information about emergency and disaster response and recovery operations. This will reduce or eliminate inaccurate information that may arise and ensure vital emergency and disaster information is delivered to the citizens of the State of Oklahoma.

D. The PIO must be present at any and every event that might attract media attention or that would serve as an opportunity to get information to disaster victims and to publicize the Local and State emergency or disaster message. The early activation and deployment of a PIO along with other key response personnel as part of emergency operations field deployments, or as part of the preliminary damage assessment team and other pre-declaration activities is a must to effectively

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alleviate concerns about Local and State Government responsiveness and to provide disaster victims with accurate information during every step of the process.

E. If a Presidential Declaration has been made, the JIC will be expanded to include Federal resources such FEMA and the U.S. Army Corps of Engineers, who may be a part of a JIC during a flood emergency, operating on their own authority. With an expanded JIC established, field PIOs must continue their visibility in the affected communities, especially where Disaster Service Centers have been set up. The JIC then becomes the central point for media access to the latest developments and emergency information for all participating agencies. The JIC supports field PIO operations by providing updated information about current policies and issues regarding response and recovery operations.

F. PIO's in the JIC work closely with Elected Officials, Response Agencies and Emergency Managers. JIC PIO's are responsible for setting-up daily news briefings for key disaster officials, writing and disseminating news releases to appropriate media outlets, monitoring and analyzing TV, radio, and newspaper disaster-news coverage and providing this information to the JIS, and providing multi-lingual media support operations for the disaster, as appropriate to the community need.

### IV. ORGANIZATION OF PIO FUNCTIONS.

A. Initial Actions for the OEM PIO following the notification of an incident will be notification of the Governor's Press Secretary to discuss involvement of PIO's from concerned agencies and through mutual agreement determine their level of involvement in JIS-JIC operations. During this phase, the OEM PIO and all concerned agency PIO's will jointly craft news releases and determine input and release procedures for the JIS according to the needs of the emergency or disaster situation. As a part of this communication process, the JIS will function to serve communities identified as the affected audiences and establish contact with media outlets necessary to reach those audiences.

B. The information collection and dissemination process will conform to the following phases of management.

1. Mitigation.

- a. Conduct public awareness programs.
- b. Coordinate with public and private sector partners and the media.

2. Preparedness.

- a. Conduct public education programs.
- b. Prepare external affairs plans and exercise those plans.

3. Response.

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- a. Release public information.
- b. Coordinate rumor control.
- c. Schedule news conferences and other events.
- d. Handle legislative and Congressional inquiries.

### 4. Recovery.

- a. Provide public information.
- b. Handle legislative and Congressional inquiries.
- c. Provide community relations.
- d. Compile records of and document event.
- e. Assess effectiveness of information and educational programs.

## V. RESOURCE REQUIREMENTS.

A. Personnel/staffing will be tailored to the needs of the situation. A functional organization will be established with responsibilities for ongoing activities. Participating PIO's may have duties assigned to fulfill the needs of the information collection and dissemination process. Assignments will be in addition to performing duties for their own agencies. PIO's participating in the JIC may perform additional functions as outlined in the JIC-SOP.

B. Office space, equipment and supplies, as appropriate to support the effort will be provided, either at the State EOC, a site near the Incident Command Center, or at a Joint Field Office, as appropriate to the situation.

## VI. DIRECTION AND CONTROL.

A. The Director of OEM is responsible for all education and informational programs conducted to exercise this plan. He will appoint an OEM PIO to direct these activities.

B. The heads of all state support agencies, boards, commissions and volunteer organizations agencies are responsible for appointment of PIO's. These officers will be responsible for coordinating releases with the OEM PIO.

C. Lines of succession to the PIO for each agency tasked with an emergency public information mission will be in accordance with departmental SOP's.

## VII. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS.

Those Agencies, Boards, Commissions and Volunteer organizations that have not been previously identified in this EOP are responsible for establishing their respective line of succession and the publication of their respective Continuity of Operations Plan (COOP).

# State of Oklahoma Emergency Operations Plan (EOP)

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## VOLUNTEER AND DONATIONS MANAGEMENT SUPPORT ANNEX

STATE COORDINATING AGENCY: Department of Emergency Management

SUPPORT AGENCIES: American Red Cross  
Civil Air Patrol  
Department of Agriculture  
Department of Corrections  
Department of Health  
Department of Public Safety  
Department of Transportation  
Department of Human Services  
Oklahoma Military Department  
Oklahoma Office of Homeland Security  
Oklahoma Volunteer Organizations Active  
in Disaster (VOAD)  
The Salvation Army

### I. PURPOSE.

A. The purpose of this annex is to define the organization, operational concept, responsibilities, and procedures to accomplish state emergency donations management requirements.

B. Donations management includes all undesignated in-kind donations, volunteers, donated services, contributions and funding. This annex provides procedures for the coordination, acceptance, control, receipt, storage, distribution and disposal of donation management responsibilities.

C. This annex is applicable to all agencies, organizations, and personnel with donations management support function responsibilities.

D. This annex outlines a donation management coordination program for Oklahoma which can be implemented once it is determined that the emergency situation or disaster is of such magnitude, or is receiving high media attention, that donations management at the State level is needed. Additionally, the donation management program will be available in any local, state or federal disaster situation.

### II. SITUATION AND ASSUMPTIONS.

#### A. Situation.

Certain agencies have established systems of accepting, warehousing and distributing donated goods, funds and use of volunteer management systems. There are occasions when similar services are needed during emergency situations. The coordination of donated goods, funds and use of volunteer management systems are essential to responding to the emergency as well as recovering from the emergency to provide feeding, congregate

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sheltering, emergency first aid, coordinating emergency volunteer response and other recovery operations during emergency conditions.

### **B. Assumptions.**

1. Lack of an organized management system for donations and volunteers will result in chaos and detract from an otherwise effective disaster response. Without controls, large amounts of unsolicited, unusable donations and volunteers will be sent to the disaster area.

2. The OEM will be the lead state agency for donation management and coordination of State resources. OEM will work with applicable government support and volunteer agencies (VOAD) who will form the Donations Coordination Teams (DCTs).

3. That the DCT will coordinate with the OEM Public Information Officer for the timely release of information regarding the needs of victims, agencies involved in disaster relief, acceptable donations, volunteers and readily available points of contact to ensure appropriate and essential donations management.

4. The donation of money is the most desirable form of assistance. Monetary donations require little manpower to process. They can be used directly to relieve suffering, buy needed disaster items and assist the recovery of the affected economy.

5. This management system applies to those undesignated donations, financial donations, in-kind goods and volunteers that are offered due to the declared local, state or federal emergencies and disasters.

### **III. CONCEPT OF OPERATIONS.**

#### **A. General.**

1. Providing the expedient, effective delivery of donated goods, services and volunteers to meet the needs of the affected area is of primary importance for all response and recovery operations. In all probability, the outpouring of goods and services will exceed the needs of local agencies and government. Due to this inequity, a state DCT comprised of voluntary agencies (VOAD) and state agencies will be activated to facilitate the delivery of donations based on assessed needs.

2. The distribution of volunteers and donations will necessitate cooperation with other emergency support operations. Close coordination between relief center(s), staging areas, local Emergency Operation Centers and federal and volunteer organizations and agencies will be essential for the Donation Coordination Team.

3. OEM and OKVOAD will establish and staff with volunteers a 1-800 hotline and phone bank to receive calls of all donations of goods, services and volunteers. These calls will be distributed through the Donations Coordination Team to ensure proper and expedient use of donations and volunteers.

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4. Recovery activities will be the primary focus of most volunteer agencies. The team leader must assure close coordination between all groups within the Donations Coordination Team. The Coordination Group's role will be critical in matching goods, services and volunteers to needs.

### B. Donations Coordination Team Development.

1. Team development requires the involvement of as many volunteer groups and social services agencies as possible. Volunteer Agencies Active in Disaster (VOADs) with national affiliations will be primary contact groups. The FEMA/OEM Volunteer Agency Coordinator and the FEMA/OEM Donations Coordinator will be included in the planning and organizational efforts in order to lend expertise and assure interface with the Federal relief programs and the Federal Response Plan. Regular meetings during an activation period and specific tasking of a variety of agencies will assure continuity and active participation. Membership of this team will include a representative from the following agencies:

- a. Adventist Community Service.
- b. American Red Cross.
- c. The Salvation Army.
- d. OKVOAD Agencies that are involved in distribution of donations.
- e. FEMA/OEM Donations Coordinator.
- f. FEMA/OEM VOLAG Coordinator.
- g. Food Bank (America's Second Harvest).
- h. Governor's Office.

2. The Donation Coordination Team will activate upon direction of the policy group within the Emergency Operations Center (EOC) or at the direction of the OEM State Director.

3. The Donation Coordination Team will participate in the identification of the roles and responsibilities of the members and other participating agencies. The team may consist of five components: Team Leader, Donations Group, Needs Group, Coordination Group, and Support Group.

4. OEM will coordinate the establishment and staffing of a 1-800-Hotline and phone bank to receive calls of all donations of goods and services. Adequate personnel, phones, and space will be established.

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5. OEM will establish of standard operational policy regarding donations issues. Agencies involved in donations issues should participate in evaluation and monitoring of the policies. As cash donations are preferred, all agencies should agree on how solicitation of donations will be managed.

6. Establishment of a system to manage unsolicited goods and services.

7. Establishment of a computer database to track the donations from offer to acknowledgement of donation.

8. Establishment of a coordination system with the Public Information Officers from all involved agencies and the Public Information Officer of OEM to ensure timely and appropriate dissemination of public information. Media statements must be coordinated and be non-conflicting.

9. Identify statewide warehouse spaces available for donated goods. Secure agreements, if necessary, to use this space during disasters.

10. Identify staging areas (reception centers) for collection of donations in key areas Statewide. Identify staffing and management of these centers.

11. Identify ports of entry into the State for checkpoints, if needed. Provide for staffing of checkpoints for clearance of shipments entering the state. Develop policy and procedures for approval of shipments, delivery, and distribution.

12. Use the FEMA Donation Management course to train all volunteers and paid staff on the Donations Coordination Team. Training will include EOC operations, policies, and procedures relating to the volunteer service and donations program. Recognizing that members of the DCT will come in contact with thousands of citizens and private and government agencies, it is extremely important that team members be knowledgeable and competent.

13. Require an information update annually from all participating agencies to maintain essential information for the State plan. Such updates might be in the form of an agreement between each VOAD agency and the state, identifying their role and responsibilities in the DCT.

### VI. DONATION MANAGEMENT PROCESS.

#### A. Roles and Responsibilities.

##### 1. Donation Coordination Team Leader.

a. The team leader will be the OEM-Volunteer Coordinator and will serve as the liaison to the EOC from the Donations Coordination Team. During the activation of the EOC, the team leader will serve as the liaison to the EOC from the Donations

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Coordination Team. Following EOC deactivation, the team leader will continue to coordinate the Donations Coordination Team.

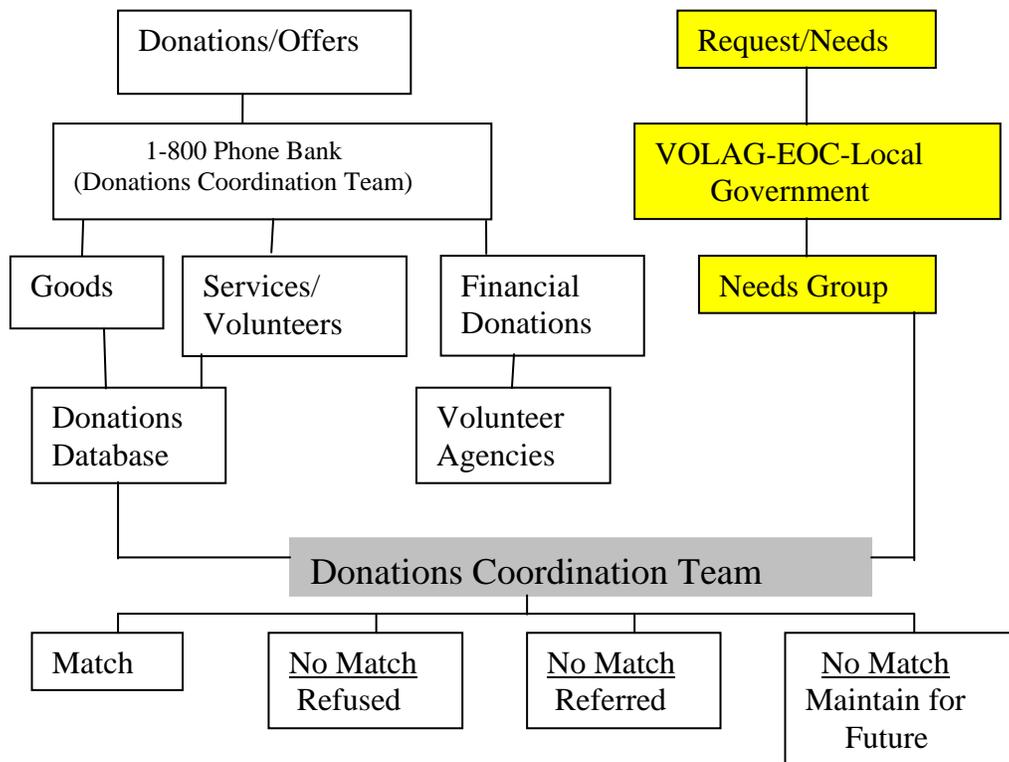
b. The team leader will have a clear understanding of Federal and State individual and public assistance programs to ensure an appropriate interface with private resources.

### 2. Donation Coordination Team.

a. The DCT will be concerned with the Hotline, Donations, Services, and Financial Donations.

b. The Needs Group must obtain an active needs survey coordinated through the EOC in all stricken areas and identify as well as coordinate the multiple agencies in those areas to ensure that all needs are identified.

### DONATION MANAGEMENT PROCESS



c. Care will be taken to ensure that donated goods do not undermine local economies seeking to recover.

d. The DCT will prepare an after-action report identifying strengths and weaknesses in the team's performance. This report should reflect not only items of

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concern to team members but also issues concerning the EOC and the JFO.

e. On-going training will be provided to all team members and associated agencies in order to continually address changes in the plan, lessons learned, and other issues relating to updates, orientation, and organizational structure adjustments.

### 3. Support Group.

a. The Support Group will be members of the DCT and will provide or coordinate all logistic, technical, administrative and security assistance for the DCT, for the staging areas, for the distribution centers, and for the ports of entry.

### 4. Additional Roles and Responsibilities.

The following lists the roles and responsibilities of other functionaries in the donations management system, in addition to the roles and responsibilities of the DCT. These functionaries include:

a. Donor - The extent to which the donor role is understood by the donor is a measure of how successfully emergency management disseminates public awareness information to the public.

b. Volunteer Agency - VOADs bringing in donated goods or accepting donations are responsible for accepting only donations needed; off-loading, sorting repackaging, storing, and distributing any donations accepted by the VOAD; sorting and packaging of the donated goods; securing warehouses and distribution centers; participate in the DCT.

c. Local Government - Local government's role, based on available resources, is to assist the VOADs in reporting the needs to the DCT; assist with security at local distribution centers; communicate with community-level initiatives; and informs DCT of donations problems in the field.

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## TRIBAL RELATIONS SUPPORT ANNEX

STATE COORDINATING AGENCY: Oklahoma Department of Emergency Management

SUPPORT AGENCIES: All State Agencies, Boards, Commissions and Voluntary Organizations

### I. Purpose

This annex provides guidance to all components of the State government for establishing relations with Native American tribes during disaster events. The purpose of tribal relations is to ensure that affected Native American tribes and their communities are aware of available State assistance programs and processes in the disaster.

### II. Scope

This annex covers all aspects of State government relations with Native American tribes.

### III. Policies

- A. Tribal relations facilitate State department and agencies' compliance with various laws and Executive Orders mandating that the Federal government deals with Native American tribes on a government-to-government basis. This status reflects Native American tribes' right of self government as sovereign domestic dependent nations.
- B. In coordination with FEMA, The Bureau of Indian Affairs (BIA) implements National tribal affairs policy, appoints a tribal relations coordinator, and deploys field officers and other available personnel to assist Native American tribes in dealing with declared disasters.

### IV. Concept of Operations

#### A. General

The Department of Emergency Management shall prepare for and respond to incidents in coordination with affected Native American tribes through area coordinators and/or a Tribal Relations Coordinator, collecting relevant information on the situation, alerting and deploying required tribal relations staff to or near the affected area.

#### B. Organization

The following organization applies nationally and regionally.

#### 1. Operations

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a. A Tribal Relations Operations Element is located with the Joint Field Office (JFO) and is comprised of the State tribal relations coordinator and the FEMA tribal relations coordinator. The Operations Element is responsible for organizing and managing the tribal relations field component to facilitate government-to-government relations with Native American tribes, and interface with community organizations and disaster victims.

b. The field component may be divided into geographic areas and sectors, depending on the size and nature of the disaster.

### 2. Support

Depending on the size and nature of the incident, the Tribal Relations Operations Element may include an Information Element to manage the timely flow of information to and from the FCO, JFO, tribal relations field component and others as needed.

### C. Notification Procedure

In response to an anticipated or actual event, tribal relations officials will be notified, activated and deployed through the Oklahoma Department of Emergency Management.

### D. Actions

All State government actions are taken in a manner that supports government-to-government relations with tribes to the extent possible. A tribe may, however, opt to be treated as a local government and deal directly with State and local officials.

#### 1. Prevention

State agencies provide all possible support to federally recognized tribes in preventing all-hazard incidents. This support includes cooperating with State, local, and private entities in identifying critical infrastructure and key resources located on or interdependent with Native American tribes.

#### 2. Preparedness

State agencies cooperate with federally recognized tribes to the extent possible to promote tribal all-hazards preparedness.

#### 3. Response

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The number of State tribal relations field officers and extent of involvement throughout incident response and recovery operations is governed by information set out in ESF #15.

### **4. Recovery**

The Tribal Relations Operations Element ensures recovery operations follow guidance from JFO Coordination or coordination with State declarations.

## **V. Responsibilities**

### **A. Coordinating Agency: Department of Emergency Management**

1. In conjunction with the incident-affected Native American tribes, ensures an efficient and reliable flow of incident-related information between Native American tribes, State government and the Federal government.

2. Appoints a Tribal Relations Coordinator for single point of information and correct contact information.

3. Establishes and adheres to standardized procedures that provide for a consistent level of tribal relations with Native American tribes.

### **B. Cooperating Agencies: All Federal Departments and Agencies**

1. Provide services as stated in State Emergency Operations Plan, Executive Orders, and other applicable authorities.

2. Conform to appropriate Tribal Relations guidelines.